



USER MANUAL

FOR SUBMISSION PORTAL

Version: 1.0

Date: 27 January 2026

Change Log

Version	Date Updated	Remarks
1.0	27 January 2026	First Release

Contents

Change Log.....	2
1. Getting Started.....	8
1.1 What is the CORENET X Submission Portal?	8
1.2 Prerequisites	9
1.3 User Roles in the CORENET X Submission Portal.....	10
1.4 Understanding the Submission Workflow	11
2. Training Environment.....	12
2.1 What is the Training Environment?.....	12
2.2 Account registration for new users	13
2.3 Login and User Profile Management	16
3. Login to Submission Portal	20
3.1 Login as Business User via Singpass for Business.....	20
3.2 Login as Individual User via Singpass.....	22
3.3 Creating Your Profile (First-Time Login)	23
3.4 Updating Your Profile.....	26
3.5 Managing System Notifications	27
4. Navigating the Submission Dashboard (First-Time Login).....	29

5. Managing Accounts	32
6. Managing Assistants	34
6.1 Adding Assistants	34
6.2 Removing Assistants.....	36
7. Creating a New Project	38
8. Managing your Project Team	45
8.1 Adding Team Members	45
8.2 Removing Team Members.....	52
8.3 Replacing the Project Coordinator	53
8.4 Managing Developer Personnel.....	54
9. Assigning Responsibilities and Appointing Team Members	58
9.1 Assign responsibilities to Team Members	58
9.2 Initiating appointments of Team Members	61
10. Applying for a Pre-Submission Consultation.....	69
11. Submitting for Demolition	77
11.1 Creating a Submission	77
11.2 Review Computation of Fees	87
11.3 Making Declarations	88

12. Submitting for Design Gateway / Piling Gateway / Construction Gateway / Direct Submission Process	93
12.1 Creating a Submission	93
12.2 Adding Project Information	102
12.3 Assigning Project Parties	104
12.4 Uploading Files	106
12.5 Review Computation of Fees	110
12.6 Making Declarations	111
12.7 Deleting a Submission before Processing	114
13. Making Payment for Submissions	115
13.1 Choosing Mode of Payment	115
13.2 Bank Transfer (for private sector clients)	118
13.3 Bank Transfer (for Government Procurement Entities (GPE) clients)	123
13.4 Credit Card	128
13.5 Ask someone else to pay	130
13.6 Payment has been made earlier (for projects that have made separate arrangements with agencies)	134
13.7 Make payment as guest	135
14. Tracking Submission Status	137
14.1 Viewing Submission Status	137
14.2 Withdrawing a Submission during Processing	138

15. Responding to Written Directions and Making Resubmissions	139
15.1 Downloading Written Directions	139
15.2 Extending a Written Direction	141
15.3 Initiating a Resubmission	142
15.4 Amending uploaded files.....	145
15.5 Making Declarations	148
16. Making Amendments after Submission Clearance	149
16.1 Initiating Amendment.....	149
16.2 Making Declarations	153
17. Submitting Independent Submissions.....	155
17.1 Creating an Independent Submission.....	155
17.2 Making Declarations	162
18. Submitting Permit Application to carry out works	165
18.1 Creating a Submission	165
18.2 Making Declarations	173
19. Applying for Waiver.....	178
19.1 Creating a Waiver Application	178
19.2 Review Computation of Fees	184

20. Submitting for Completion (TOP/CSC)	186
20.1 Booking Site Inspections	187
20.2 Checking Required Technical Clearances	189
20.3 Obtaining Required Technical Clearances	190
20.4 Certificate of Supervision and As-Built	192
20.5 Completion of Structural Works	193
20.6 Apply for final TOP / CSC	195
21. Accessing Approved Plans.....	196
21.1 Verifying approved plans using checksum	200

1. Getting Started

1.1 What is the CORENET X Submission Portal?

A Singapore Government Agency Website. Beware of government impersonation scams. [How to identify](#)

corenetX

Visit CORENET X info site [Login with Singpass](#)

Government officials will NEVER ask you to transfer money or disclose bank log-in details over a phone call. Call the 24/7 ScamShield Helpline at 1799 or visit [www.scamshield.gov.sg](#) to... [show more](#)

One-stop integrated digital shopfront for approval of building works

This portal allows development project teams to seek approval from regulatory agencies from planning to completion stages. From 1 October 2025, all new projects with GFA $\geq 30,000\text{m}^2$ are required to onboard and make your submissions through this portal. Assisted onboarding is currently available.

[Sign up for assisted onboarding](#)

[Login with Singpass](#)



- The Submission Portal will replace CORENET 2.0 as the platform to make submissions to agencies for approvals.
- The Submission Portal is a web-based front-facing portal that industry practitioners and their assistants interact with to make submissions.
- It is developed through agile methodology that progressively delivers new features and improvements to enhance the system.
- The system is designed with users at its core, intended for a guided submission process.

1.2 Prerequisites

Please check that you have fulfilled the following requirements in order to access the Submission Portal:

- You have a Singpass Account.
- **If you are a Business user representing an organisation (i.e., Developer, Consultant, Builder, etc.), you should log in using Singpass for Business (Corppass).** Your company's [Corppass administrator](#) will need to authorise you to access the e-service 'CORENET X Industry Portal' so that you may access the CORENET X Submission Portal. For more information on Corpass, please visit <https://www.corppass.gov.sg/portal>.

1.3 User Roles in the CORENET X Submission Portal

There are two key system roles in CORENET X – the Project Coordinator and the Submission Coordinator.

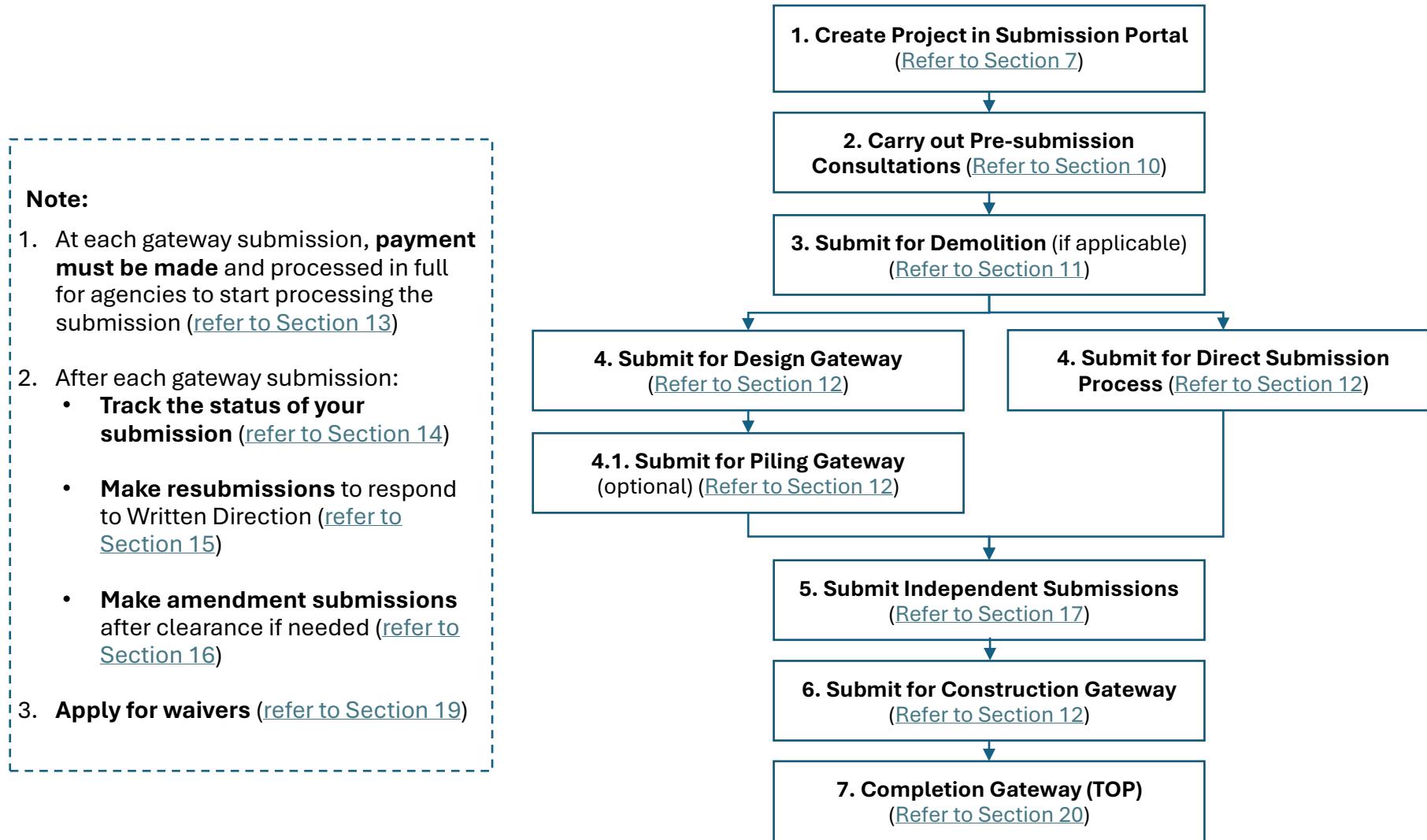
System Role	Description	Key Responsibilities
Project Coordinator	This role is usually assumed by the overall lead Qualified Person (QP)	<ul style="list-style-type: none"> • Create the project in Submission Portal • Add/remove project members
Submission Coordinator (for joint submissions only)	This role is assumed by the QP who initiates the joint submission.	<ul style="list-style-type: none"> • Create joint submission, including selecting sections and schemes • Assign project party to respective sections • Initiate declaration for <u>joint submissions</u> (after all project parties have completed respective sections)

The project members who can be added by the Project Coordinator are listed below. They can also assign assistants who can perform their duties on their behalf.

- Developer (Organisation)
- Developer (Individual)
- Professional Engineer (Chemical)
- Professional Engineer (Civil)
- Professional Engineer (Electrical)
- Professional Engineer (Mechanical)
- Fire Safety Engineer
- Registered Surveyor
- Accredited Checker
- Licensed Builder
- Licensed Specialist Builder
- Licensed Plumber
- Professional Engineer
- Accredited Checker
- Registered Inspector (A)
- Resident Technical Officer (C&S)
- Resident Technical Officer (M&E)
- Resident Engineer (C&S)
- Resident Engineer (M&E)
- Transport Consultant
- Other member (viewing rights only)

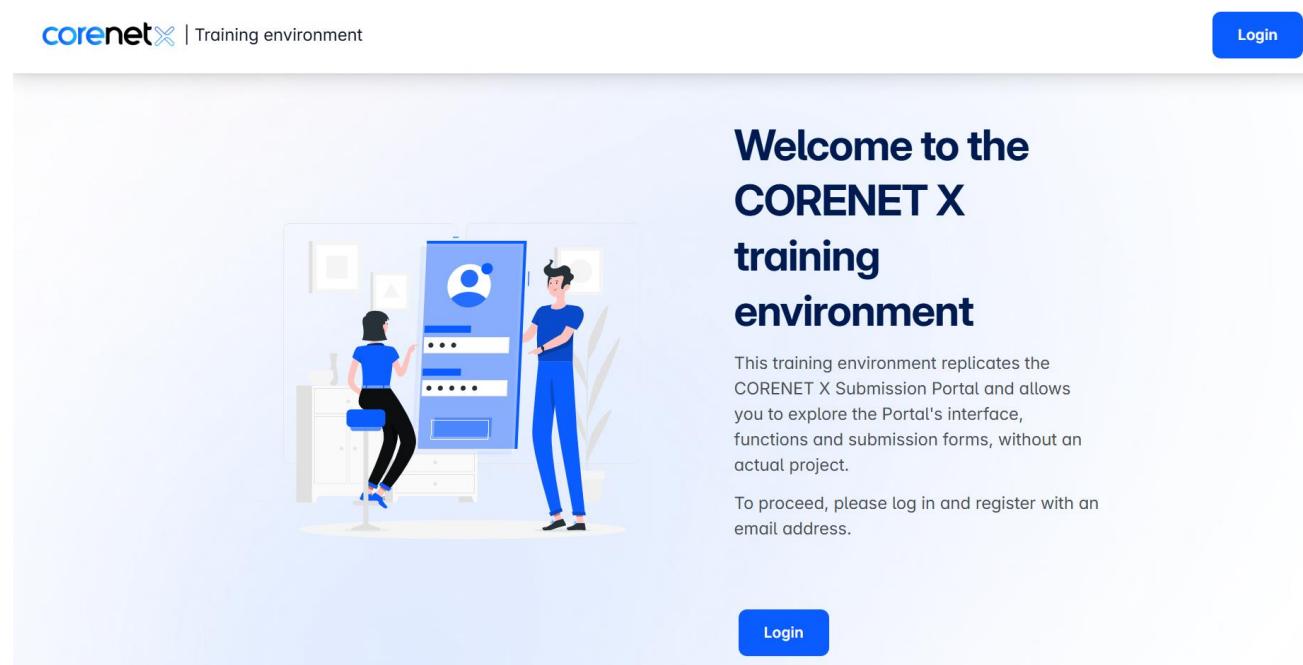
1.4 Understanding the Submission Workflow

A typical Project Team's Submission Workflow is shown below. Please refer to the [Code of Practice](#) for more information.



2. Training Environment

2.1 What is the Training Environment?



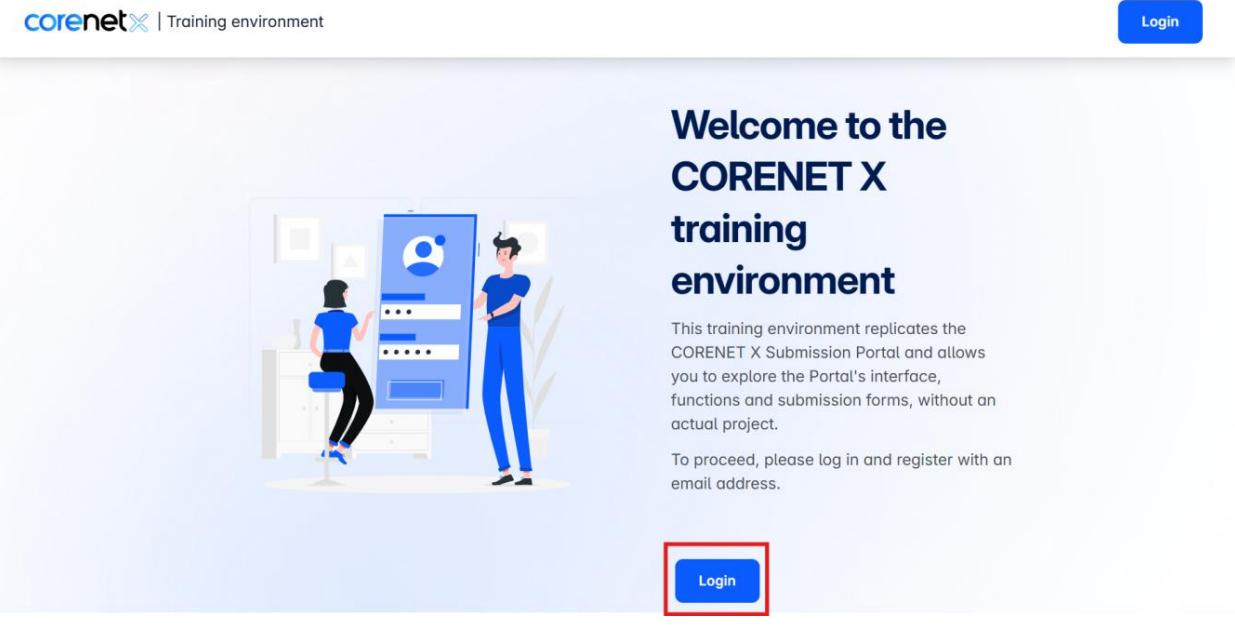
All users are strongly encouraged to try out the training environment before making a formal submission.

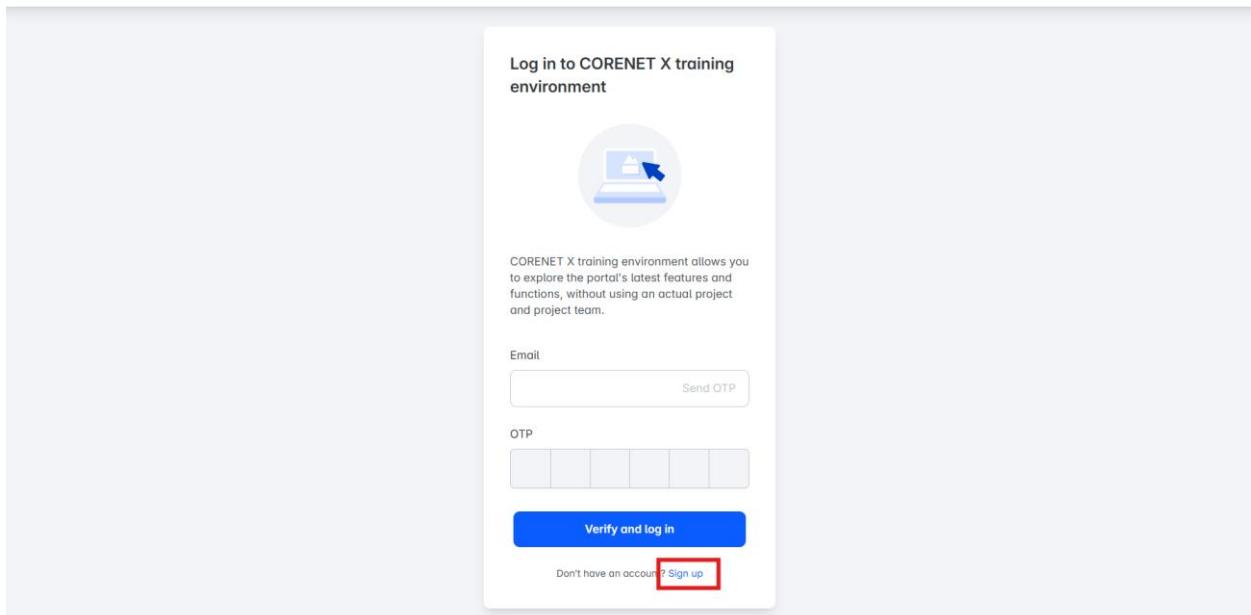
The training environment replicates the CORENET X Submission Portal and allows you to explore the Portal's interface, functions and submission forms, before you make a formal submission.

Everyone may access the training environment at <https://training.corenet.gov.sg/>. Click [here](#) to access our guide to the training environment.

Note:
Please note that the training environment is intended for function exploration and process familiarization, not for real project submissions. Some features may be unavailable.

2.2 Account registration for new users

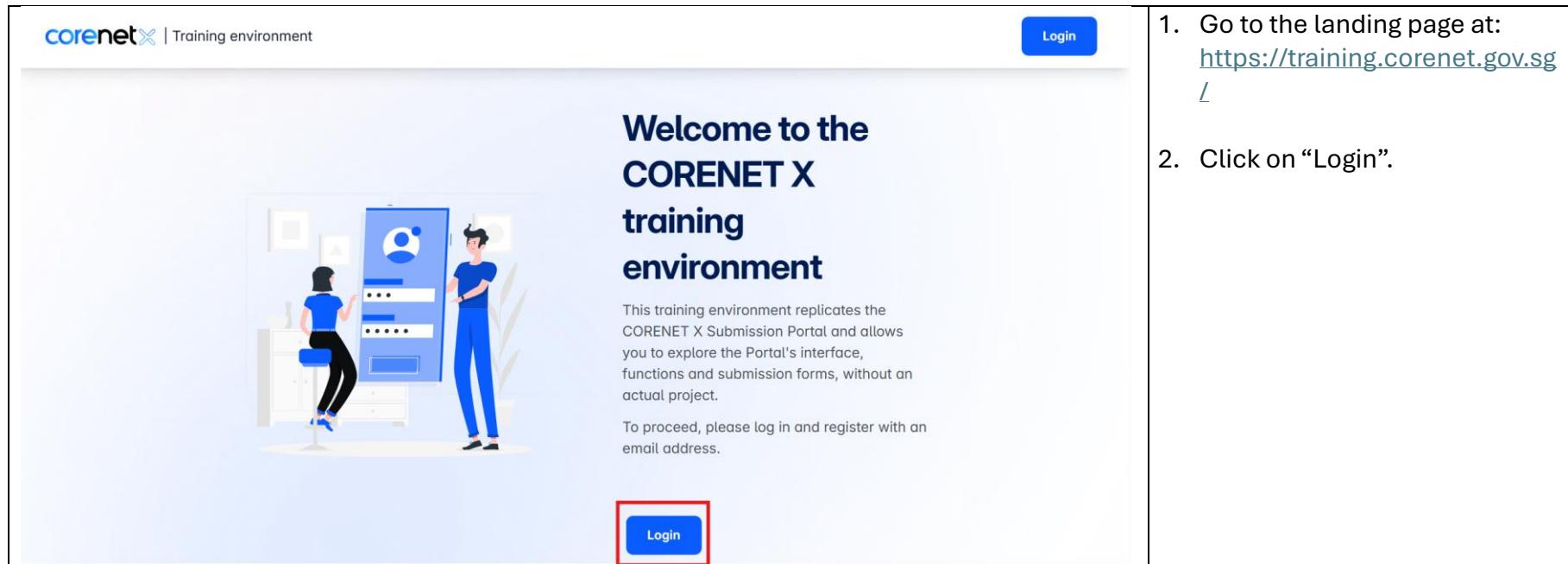
	<ol style="list-style-type: none">1. All new users must sign up for an account.2. Access the landing page at: https://training.corenet.gov.sg/3. Click on “Login”.
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4. If you do not have an account, please click on the “Sign up” button to create one.

		<ol style="list-style-type: none">5. Fill in your name, firm UEN, and firm name.6. Select your role from the drop-down list – indicate “others” if your role is not listed.7. You must provide an email address for verification purposes every time you log in. A One-Time Password (OTP) will be sent to your indicated email address.8. Key in the OTP and click on “Verify and sign up” to complete the account registration process.
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2.3 Login and User Profile Management



corenetX | Training environment

Welcome to the CORENET X training environment

This training environment replicates the CORENET X Submission Portal and allows you to explore the Portal's interface, functions and submission forms, without an actual project.

To proceed, please log in and register with an email address.

Login

1. Go to the landing page at: <https://training.corenet.gov.sg/>
2. Click on “Login”.

<p>Log in to CORENET X training environment</p>  <p>CORENET X training environment allows you to explore the portal's latest features and functions, without using an actual project and project team.</p> <p>Email</p> <input type="text"/> <p>Send OTP</p> <p>OTP</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <p>Verify and log in</p>	<ol style="list-style-type: none">3. Key in the email address you have provided during registration.4. An OTP will be sent to your email address.5. Key in the OTP and click on “Verify and log in”.
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Welcome

This training environment mirrors the CORENET X Submission Portal and is set up to allow our industry users to explore the new functions and process, even without an actual project.

[View conditions and limitations of training environment](#)

Access CORENET X training environment using the generated profile(s)

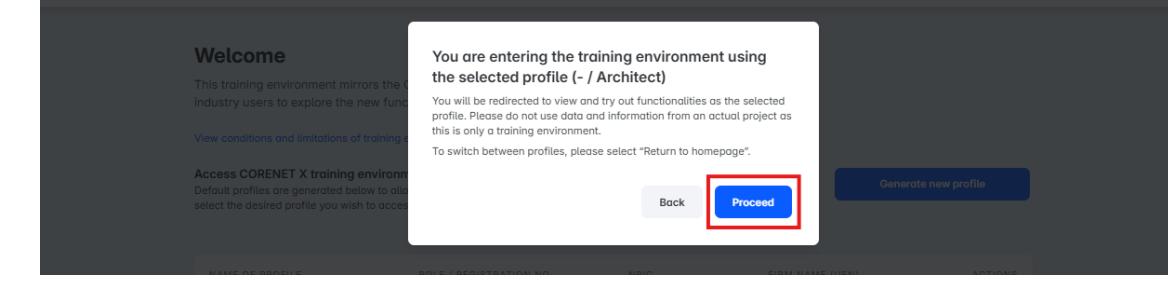
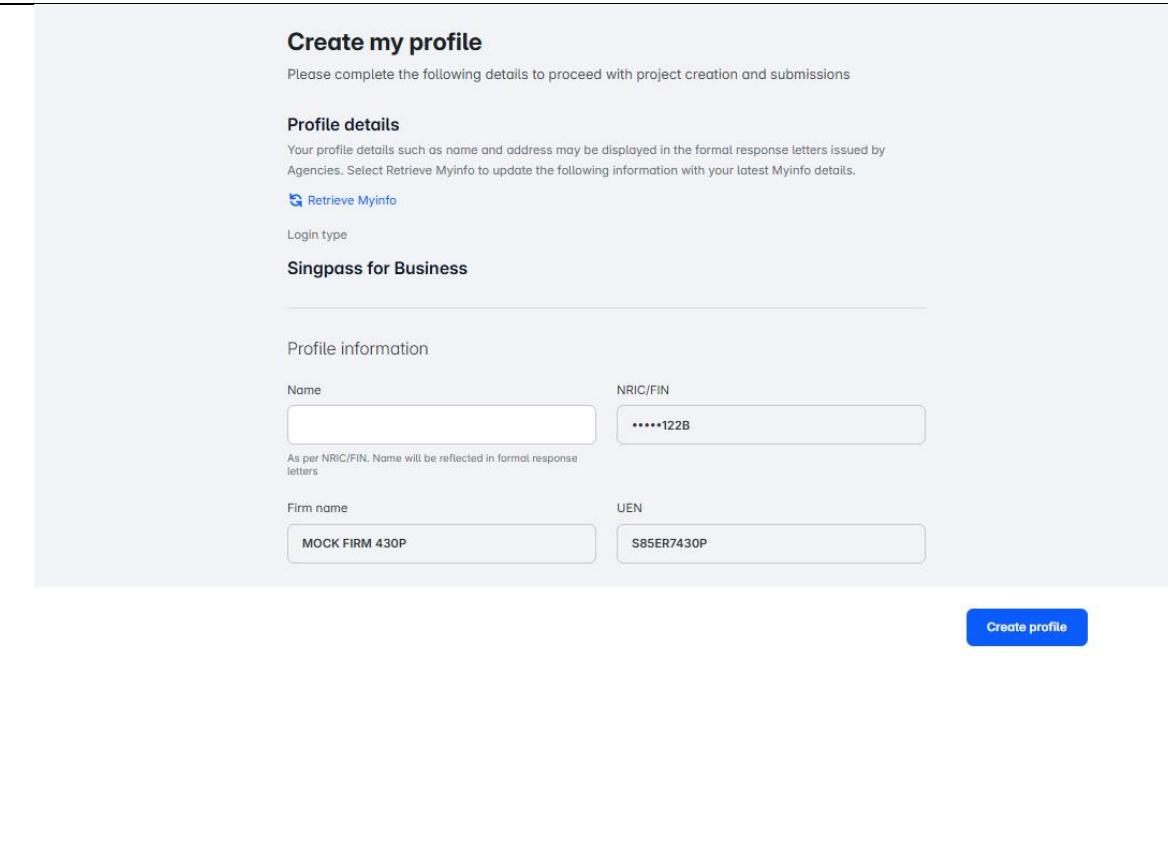
Default profiles are generated below to allow you to access and to simulate the submission process. Please select the desired profile you wish to access the environment as by selecting "Use profile".

NAME OF PROFILE	ROLE / REGISTRATION NO.	NRIC	FIRM NAME (UEN)	ACTIONS
Archie Teng	Architect A0912 (BOA)	S1790912W	MOCK FIRM 430P S85ER7430P	Use Profile
Eugene Chia	Professional Engineer (Civil) E8431 (PEB)	S1768431R	MOCK FIRM 430P S85ER7430P	Use Profile
Deven Tan	Developer (Organisation) (Main acting personnel) -	S9579117V	MOCK FIRM 430P S85ER7430P	Use Profile
Bob Chin	Licensed Builder (Technical Controller) / Licensed Builder (Approved Person) GB6271 (BLS)	S7716271B	MOCK FIRM 430P S85ER7430P	Use Profile

If you are logging in for the first time, the names will not be populated yet. For example:

Not available (Name will be updated once profile is used in the environment)	Architect A4122 (BOA)	S4784122B	MOCK FIRM 430P S85ER7430P	Use Profile
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6. Upon receiving the OTP and successfully logging in, you will see the training environment interface.
7. If you are logging in for the first time, you will see a few mock profiles such as Architect, Professional Engineer and Builder.
8. You may try out the different profiles by clicking on "use profile".
9. You may also generate new profiles for other project parties (e.g., Fire Safety Engineer, Resident Engineer) by clicking on "Generate new profile".

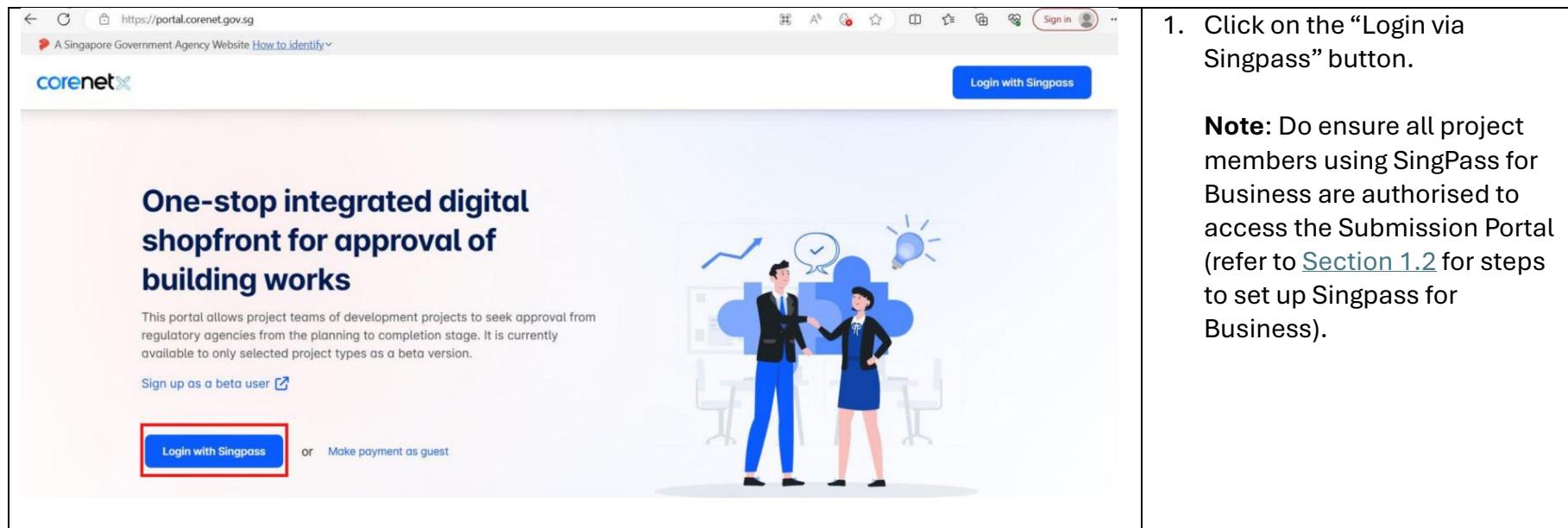
	<p>10. After clicking on “use profile”, a pop-up window will appear to inform that you are entering the training environment with the selected profile.</p> <p>11. Click on “Proceed”.</p>
	<p>12. If you have selected the mock profile for the first time, you will be prompted to create a mock profile. This page mirrors the process of setting up your profile in the actual Submission Portal (see Section 3.3).</p> <p>13. After filling in this form, you may complete setting up the mock profile by clicking on “Create profile”.</p> <p>Tip: Users are recommended to create profiles for different project roles to try out the different functionalities.</p> <p>14. You may refer to the recording of our webinar in the Training Environment here.</p>

3. Login to Submission Portal

3.1 Login as Business User via Singpass for Business

All users are required to login to the CORENET X Submission Portal via Singpass: <https://portal.corenet.gov.sg/>.

Developers and licensed builders are required to log in through Singpass for Business. It is strongly encouraged for all other project members to do the same unless they are providing services in a personal capacity.



The screenshot shows the homepage of the CORENET X Submission Portal. At the top, there is a 'Login with Singpass' button. Below it, a red box highlights the same 'Login with Singpass' button. To the right of the button, a note reads: '1. Click on the “Login via Singpass” button.' Below this, a note states: 'Note: Do ensure all project members using SingPass for Business are authorised to access the Submission Portal (refer to [Section 1.2](#) for steps to set up Singpass for Business).'

One-stop integrated digital shopfront for approval of building works

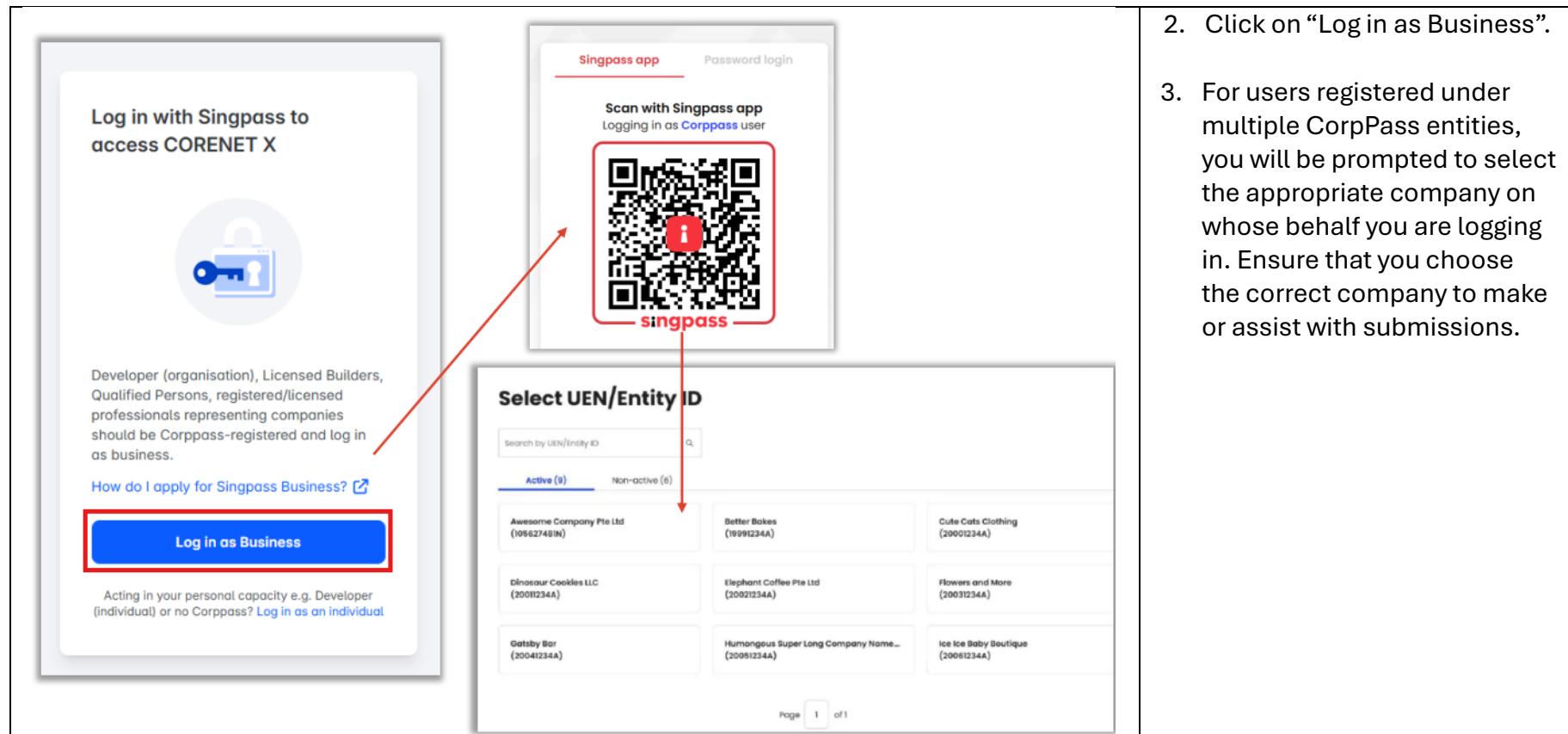
This portal allows project teams of development projects to seek approval from regulatory agencies from the planning to completion stage. It is currently available to only selected project types as a beta version.

[Sign up as a beta user](#)

[Login with Singpass](#) or [Make payment as guest](#)

1. Click on the “Login via Singpass” button.

Note: Do ensure all project members using SingPass for Business are authorised to access the Submission Portal (refer to [Section 1.2](#) for steps to set up Singpass for Business).



Log in with Singpass to access CORENET X

Developer (organisation), Licensed Builders, Qualified Persons, registered/licensed professionals representing companies should be CorpPass-registered and log in as business.

How do I apply for Singpass Business? [Log in as Business](#)

Acting in your personal capacity e.g. Developer (individual) or no CorpPass? [Log in as an individual](#)

Singpass app Password login

Scan with Singpass app Logging in as **CorpPass** user

singpass

Select UEN/Entity ID

Search by UEN/Entity ID

Active (9) Non-active (6)

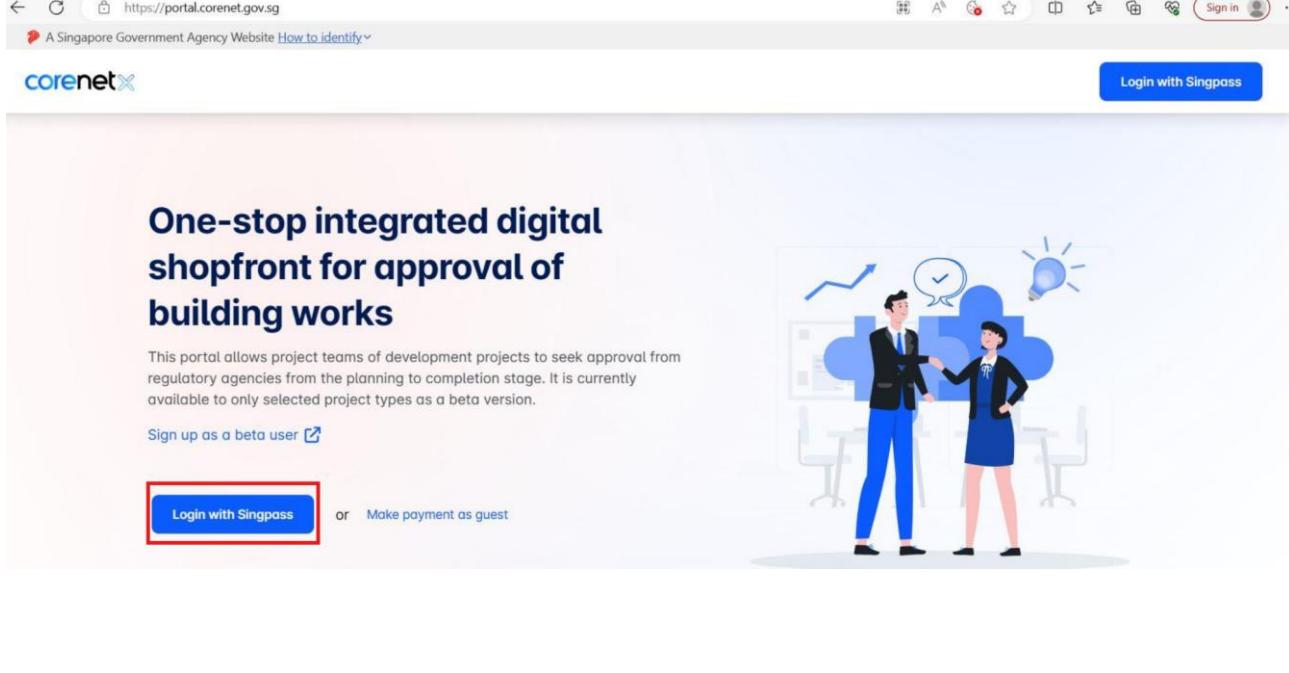
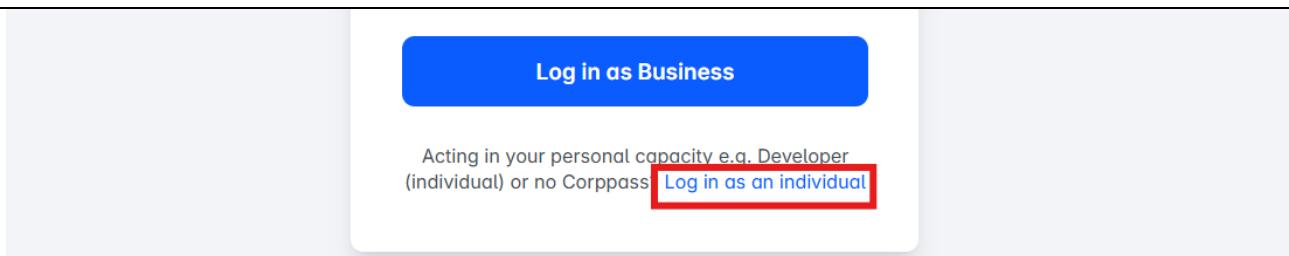
Awesome Company Pte Ltd (105627481N)	Better Bikes (19991234A)	Cute Cats Clothing (20001234A)
Dinosaur Cookies LLC (20011234A)	Elephant Coffee Pte Ltd (20021234A)	Flowers and More (20031234A)
Gatsby Bar (20041234A)	Humongous Super Long Company Name... (20051234A)	Ice Ice Baby Boutique (20061234A)

Page 1 of 1

2. Click on “Log in as Business”.

3. For users registered under multiple CorpPass entities, you will be prompted to select the appropriate company on whose behalf you are logging in. Ensure that you choose the correct company to make or assist with submissions.

3.2 Login as Individual User via Singpass

 A screenshot of the corenetX login page. The page title is "One-stop integrated digital shopfront for approval of building works". It features a subtext about the beta version and a "Sign up as a beta user" link. At the top right is a "Login with Singpass" button. Below the main title is a cartoon illustration of two people in business attire shaking hands, with a lightbulb and a speech bubble above them. At the bottom, there are two buttons: "Login with Singpass" (highlighted with a red box) and "Make payment as guest".	<ol style="list-style-type: none">1. Click on the “Login via Singpass” button.
 A screenshot of the corenetX login as individual page. It shows a large blue button labeled "Log in as Business". Below it, a message says "Acting in your personal capacity e.g. Developer (individual) or no Corppass". To the right of this message is a smaller red box containing the text "Log in as an individual".	<ol style="list-style-type: none">2. If you are logging in as an individual (e.g., individual developer), please click on “Log in as an individual”

3.3 Creating Your Profile (First-Time Login)

<p>Create my profile</p> <p>Please complete the following details to proceed with project creation and submissions</p> <p>Profile details</p> <p>Your profile details such as name and address may be displayed in the formal response letters issued by Agencies. Select Retrieve Myinfo to update the following information with your latest Myinfo details.</p> <p> Retrieve Myinfo</p> <p>Login type</p> <p>Singpass for Individual</p> <hr/> <p>Profile information</p> <p>Name <input type="text"/></p> <p>NRIC/FIN <input type="text" value="*****567A"/></p> <p>As per NRIC/FIN. Name will be reflected in formal response letters</p> <p>Designation (optional) <input type="text"/></p>	<p>Creating your profile (action by new users)</p> <ol style="list-style-type: none">1. If you are logging in for the first time, you will be brought to the “Create my profile” page to create a profile.2. You are encouraged to select “Retrieve Myinfo” to ensure the most accurate details are extracted in your preparation for submission.3. Your particulars will be auto populated.
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Create my profile

Please complete the following details to proceed with project creation and submissions

Profile details

Your profile details such as name and address may be displayed in the formal response letters issued by Agencies. Select Retrieve Myinfo to update the following information with your latest Myinfo details.

Login type

Singpass for Individual

Profile information

Name

JOHN TAN BENG SENG

NRIC/FIN

*****765J

Designation (optional)

Address

Postal code

Building name

 -

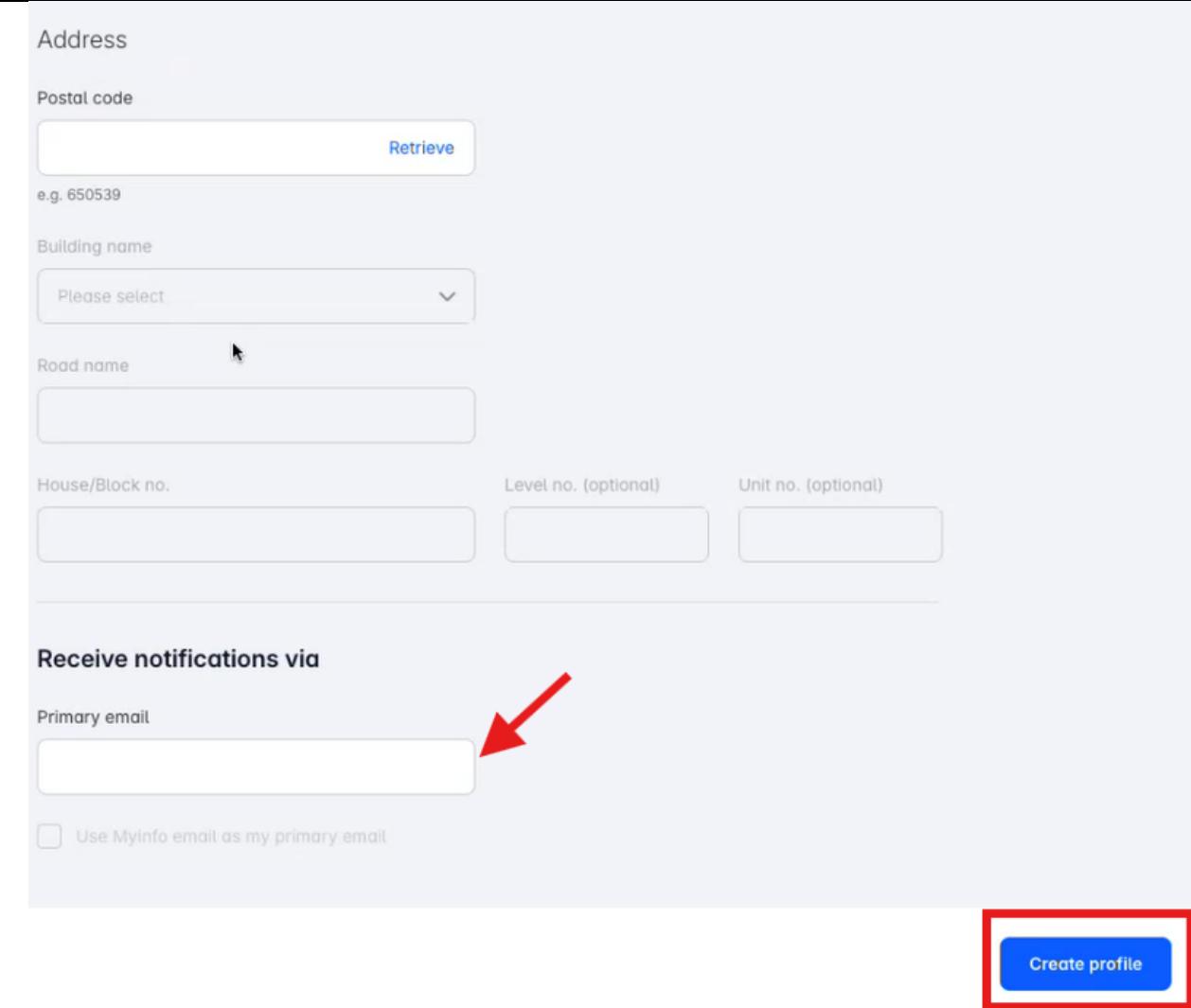
Road name

 -

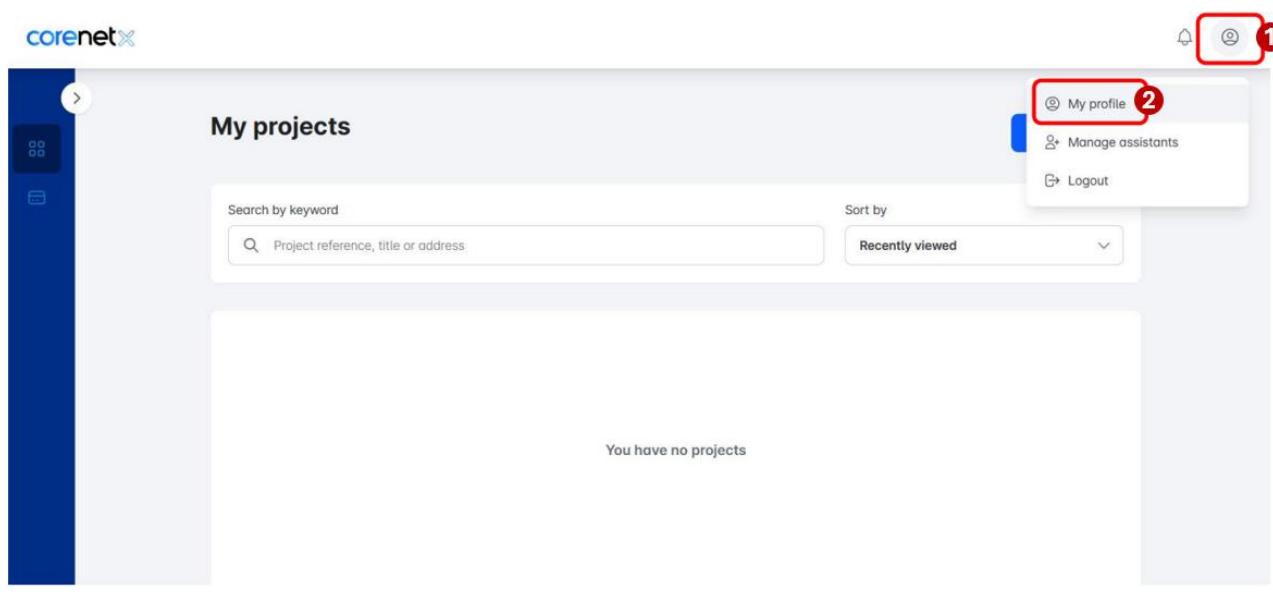
House/Block no.

Level no. (optional)

Unit no. (optional)

 A screenshot of a web form for creating a profile. The form includes fields for Address, Postal code (with a 'Retrieve' button), Building name (a dropdown menu), Road name, House/Block no., Level no. (optional), and Unit no. (optional). Below this, a section titled 'Receive notifications via' contains a 'Primary email' input field and a checkbox for 'Use Myinfo email as my primary email'. A red arrow points to the 'Primary email' field, and a red box surrounds the 'Create profile' button at the bottom right of the form.	<p>4. You may specify your preferred primary email address to receive notifications for your projects.</p> <p>Tip: If you have a project-specific email address, you may customise through your project member details within the specific project workspace. This can only be done by the individual users. If no project-specific email address is specified, the project notifications will be sent to the primary email address.</p> <p>5. After filling in all the details, click on “Create profile” to finish setting up your profile.</p>
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3.4 Updating Your Profile

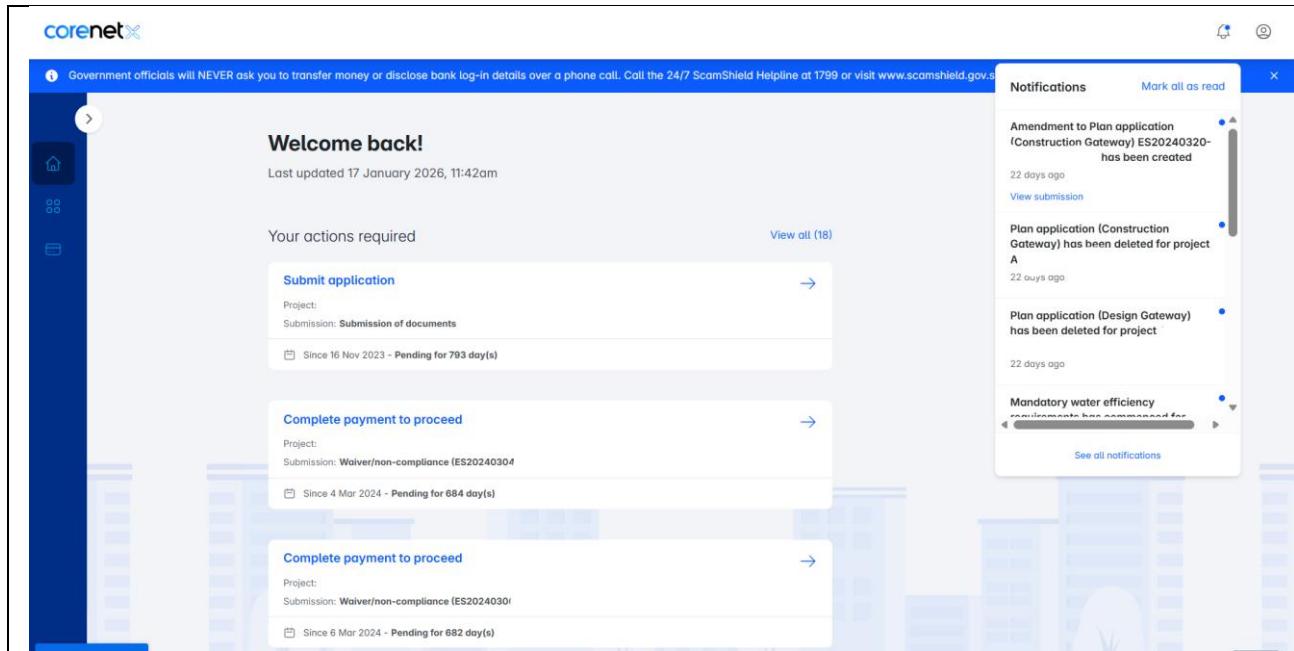


The screenshot shows the 'My projects' workspace of the corenetX platform. At the top right, there is a user profile menu with several options: a bell icon, a person icon, a 'My profile' option (which is highlighted with a red box and a red number '2'), a 'Manage assistants' option, and a 'Logout' option. The 'My profile' option is specifically highlighted with a red box and a red number '2'. The main content area is titled 'My projects' and displays a search bar and a sorting dropdown. Below the search bar, it says 'You have no projects'.

1. Users may update their profile details any time after creating their profile.
2. Go to the “My projects” workspace. Your projects will be shown here.
3. Click on the top right icon and click on “My profile” to access your profile page.
4. You may proceed to update your profile details.

3.5 Managing System Notifications

<p>Address</p> <p>Postal code</p> <p><input type="text"/> e.g. 650539</p> <p>Building name</p> <p><input type="text"/> Please select</p> <p>Road name</p> <p><input type="text"/></p> <p>House/Block no.</p> <p><input type="text"/></p> <p>Level no. (optional)</p> <p><input type="text"/></p> <p>Unit no. (optional)</p> <p><input type="text"/></p> <p>Receive notifications via</p> <p>Primary email</p> <p><input type="text"/></p> <p><input type="checkbox"/> Use Myinfo email as my primary email</p>	<ol style="list-style-type: none">1. The primary email is where system notifications will be sent.2. Go to your profile page by following the steps in Section 3.4.
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The screenshot shows the corenetX dashboard. At the top, a blue banner displays a scam alert: "Government officials will NEVER ask you to transfer money or disclose bank log-in details over a phone call. Call the 24/7 ScamShield Helpline at 1799 or visit [www.scamshield.gov.au](#)". Below this, a "Welcome back!" message is shown, along with the date "Last updated 17 January 2026, 11:42am". A sidebar on the left contains icons for Home, Projects, and Notifications. The main area is titled "Your actions required" and lists three items:

- Submit application**: Project: Submission: Submission of documents. Status: Since 16 Nov 2023 - Pending for 793 day(s).
- Complete payment to proceed**: Project: Submission: Waiver/non-compliance (ES20240304). Status: Since 4 Mar 2024 - Pending for 684 day(s).
- Complete payment to proceed**: Project: Submission: Waiver/non-compliance (ES20240301). Status: Since 6 Mar 2024 - Pending for 682 day(s).

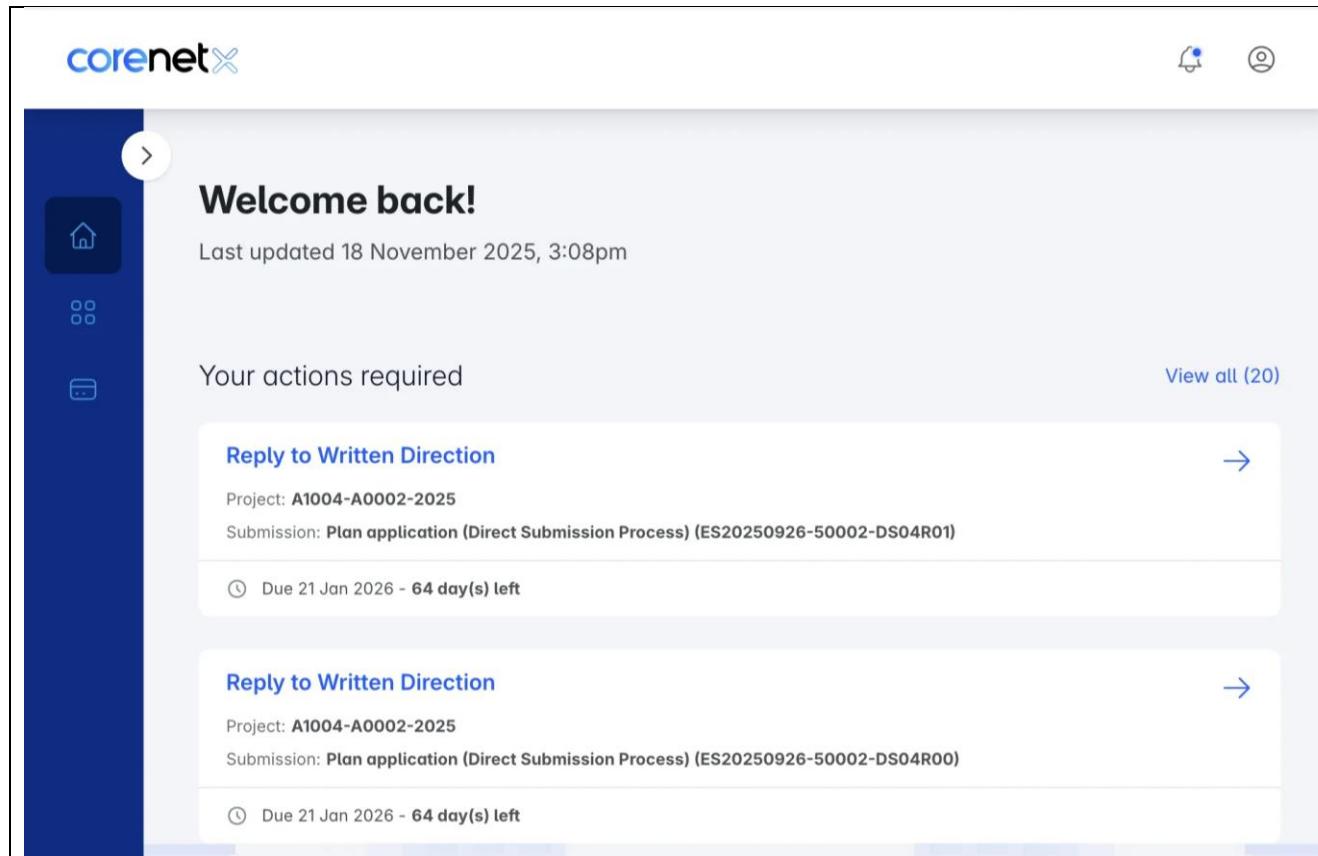
On the right, a "Notifications" pop-up window is open, titled "Mark all as read". It lists four notifications:

- Amendment to Plan application (Construction Gateway) ES20240320- has been created. 22 days ago. [View submission](#)
- Plan application (Construction Gateway) has been deleted for project A. 22 days ago.
- Plan application (Design Gateway) has been deleted for project. 22 days ago.
- Mandatory water efficiency requirements have commenced for. 22 days ago.

[See all notifications](#)

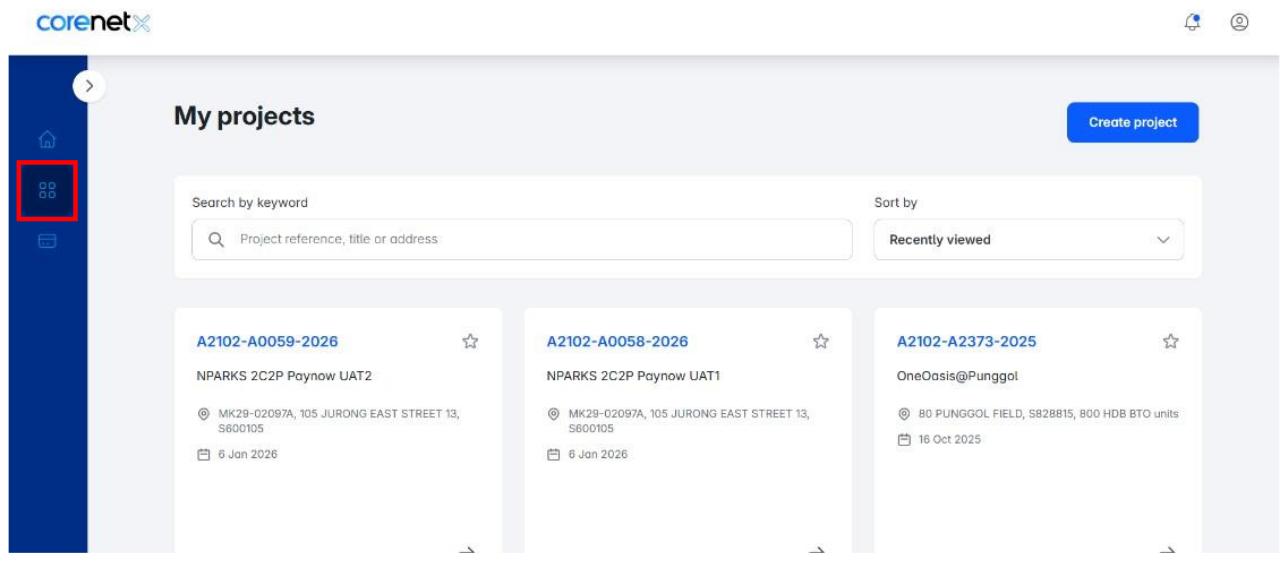
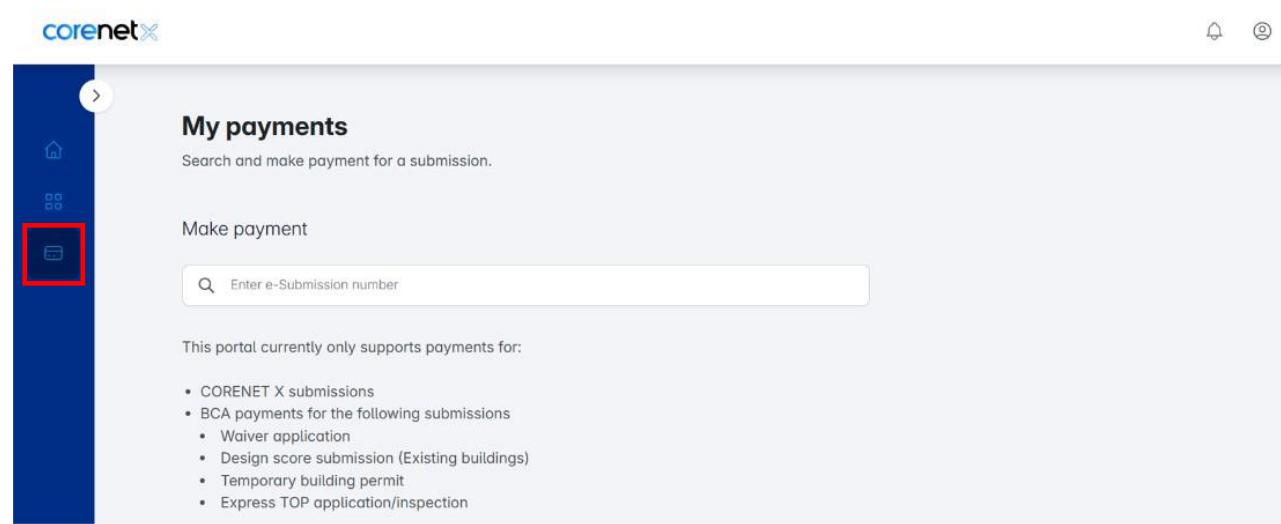
3. Notifications are also accessible through the bell icon, which collates the items that are pending your action e.g. declaration, appointment which you may access directly through the link provided

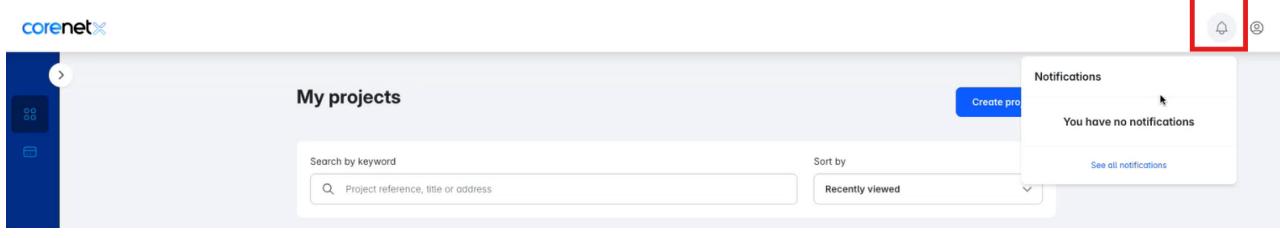
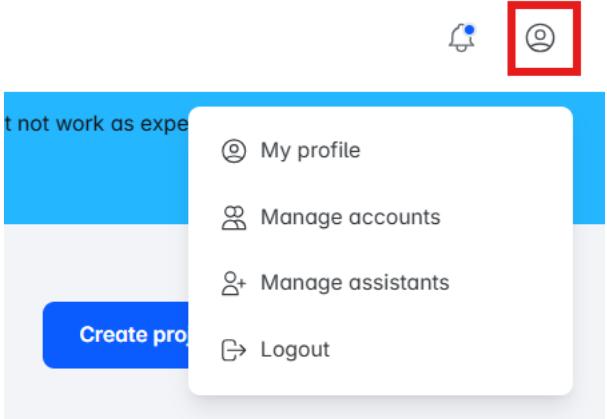
4. Navigating the Submission Dashboard (First-Time Login)



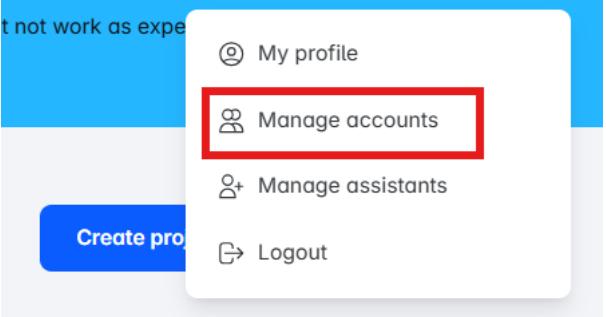
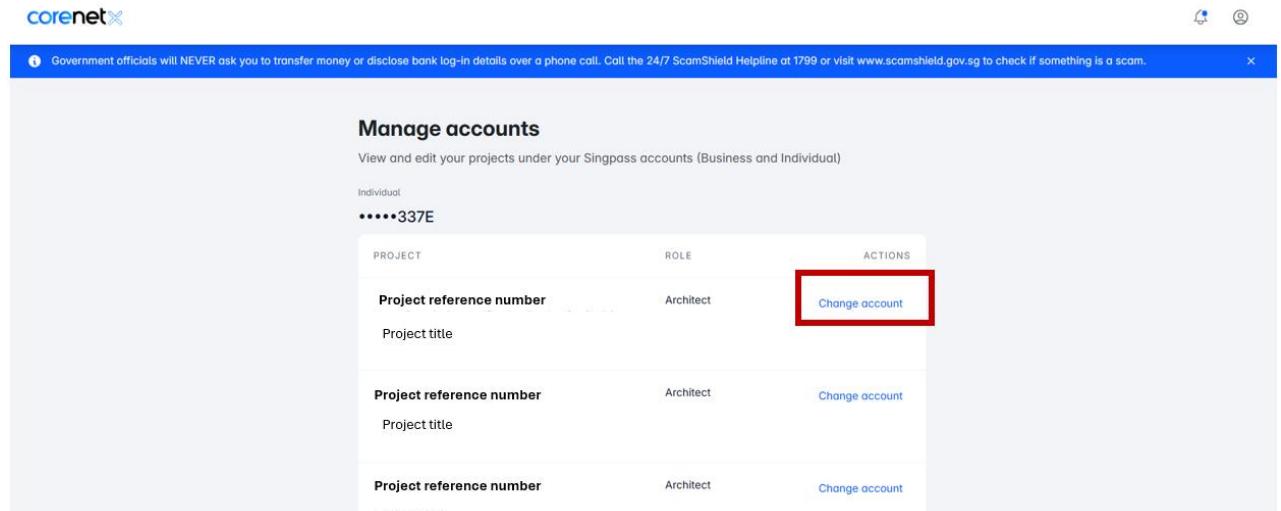
Home Page – “Welcome back!” Page

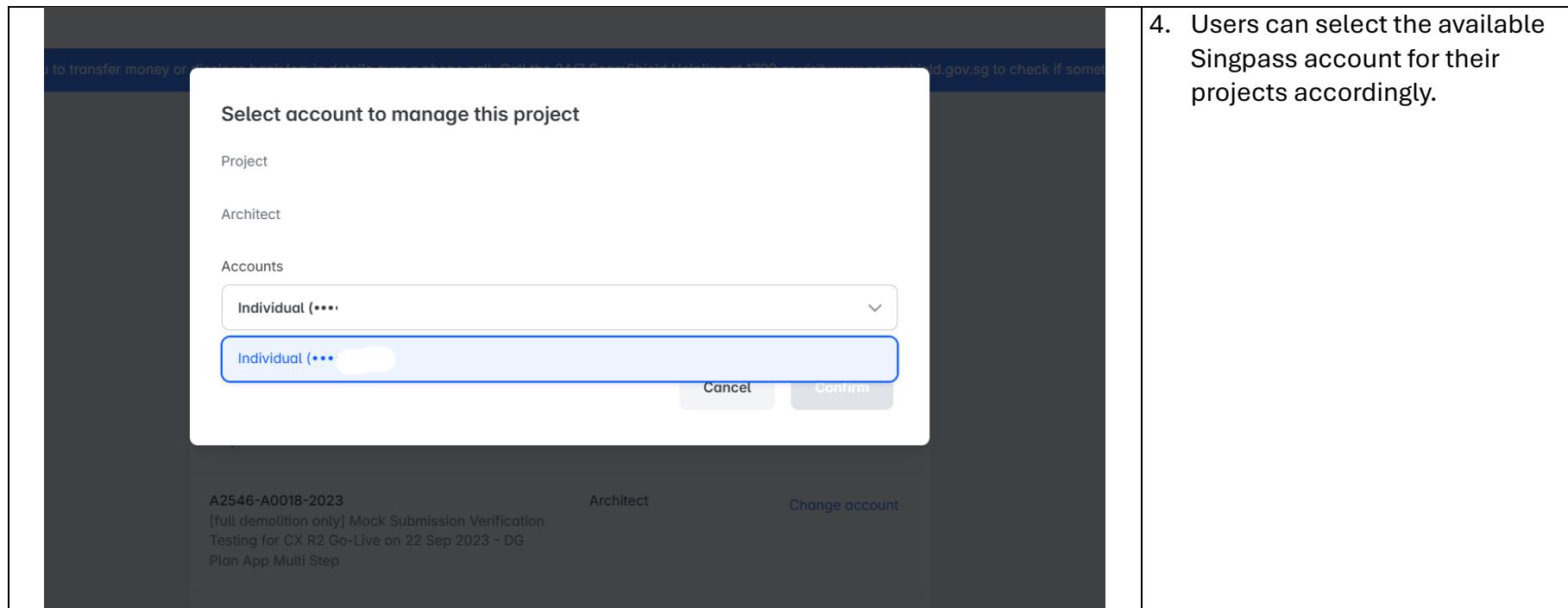
1. If you are logging in for the first time and have created your profile, you will be directed to the home page.
2. This will be the default landing page that you will be directed to when you login subsequently.
3. The homepage shows all the outstanding items requiring your attention, across all projects you are involved in.

	<p>“My projects” page</p> <p>4. You can also navigate to the “My projects” page by clicking on the second icon on the bar on the left-hand side.</p> <p>5. This page will list all of your projects in CORENET X.</p>
	<p>“My payments” page</p> <p>6. You can also navigate to the “My payments” page by clicking on the second icon on the bar on the left-hand side.</p> <p>7. This page allows you to search and make payment for a submission.</p>

	Checking Notifications 8. Click on the bell icon to check if you have any latest notifications.
	Managing your profile, managing your accounts, managing assistants & logging out 9. To update your profile, manage project accounts, add or remove assistants, or logout, click on the face icon on the top right corner of the webpage. 10. Select the appropriate button.

5. Managing Accounts

	<ol style="list-style-type: none">1. Under “My projects”, click on the top right icon and click on “Manage accounts”.
	<ol style="list-style-type: none">2. Users will be able to manage switch their account type (Singpass as individual or Singpass as Business) for each project3. All users should use Singpass as Business unless acting in your individual capacity as a registered QP, or as an individual owner (Developer individual).



The screenshot shows a modal dialog box titled "Select account to manage this project". The dialog lists two account types: "Project" and "Architect". Below these, under "Accounts", there is a dropdown menu showing "Individual (****)" and another option "Individual (***)" which is highlighted with a blue border. At the bottom of the dialog are two buttons: "Cancel" and "Confirm".

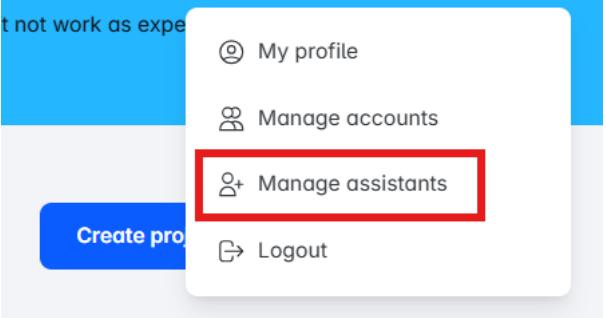
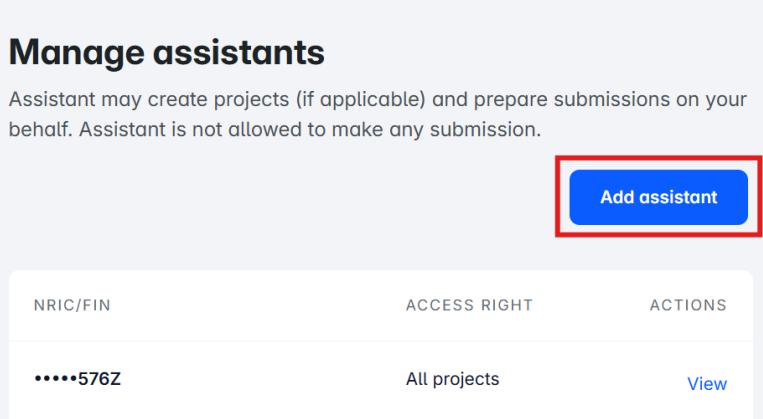
A2546-A0018-2023
[full demolition only] Mock Submission Verification
Testing for CX R2 Go-Live on 22 Sep 2023 - DG
Plan App Multi Step

Architect Change account

4. Users can select the available Singpass account for their projects accordingly.

6. Managing Assistants

6.1 Adding Assistants

	<p>5. Under “My projects”, click on the top right icon and click on “Manage assistants”.</p> <p>Note: All users may assign assistants. An assistant may create projects (if applicable) and prepare submissions on your behalf. However, an assistant is not allowed to make any submission.</p>						
 <p>Manage assistants</p> <p>Assistant may create projects (if applicable) and prepare submissions on your behalf. Assistant is not allowed to make any submission.</p> <p>Add assistant</p> <table border="1"><thead><tr><th>NRIC/FIN</th><th>ACCESS RIGHT</th><th>ACTIONS</th></tr></thead><tbody><tr><td>.....576Z</td><td>All projects</td><td>View</td></tr></tbody></table>	NRIC/FIN	ACCESS RIGHT	ACTIONS576Z	All projects	View	<p>6. Your existing assistants will be shown here.</p> <p>7. To add a new assistant, click on “Add assistant”.</p>
NRIC/FIN	ACCESS RIGHT	ACTIONS					
.....576Z	All projects	View					

Add assistant

A notification email will be sent to your assistant once added.

Info Login type - Singpass for Business
Assistant must log in via the same UEN using Singpass for Business to access your projects.

Assistant's Information

Name	NRIC/FIN No.
<input type="text"/>	<input type="text"/>

Email Secondary email (optional)

<input type="text"/>	<input type="text"/>
----------------------	----------------------

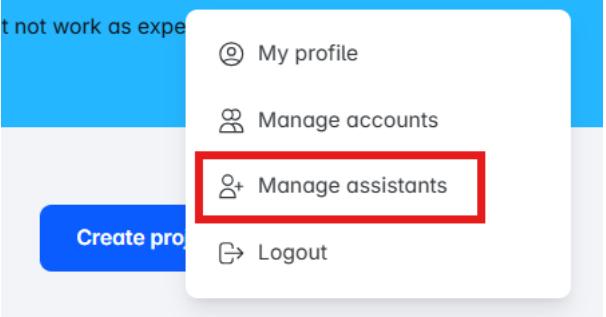
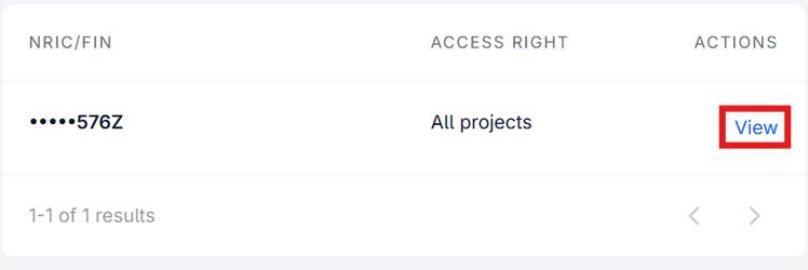
Access rights

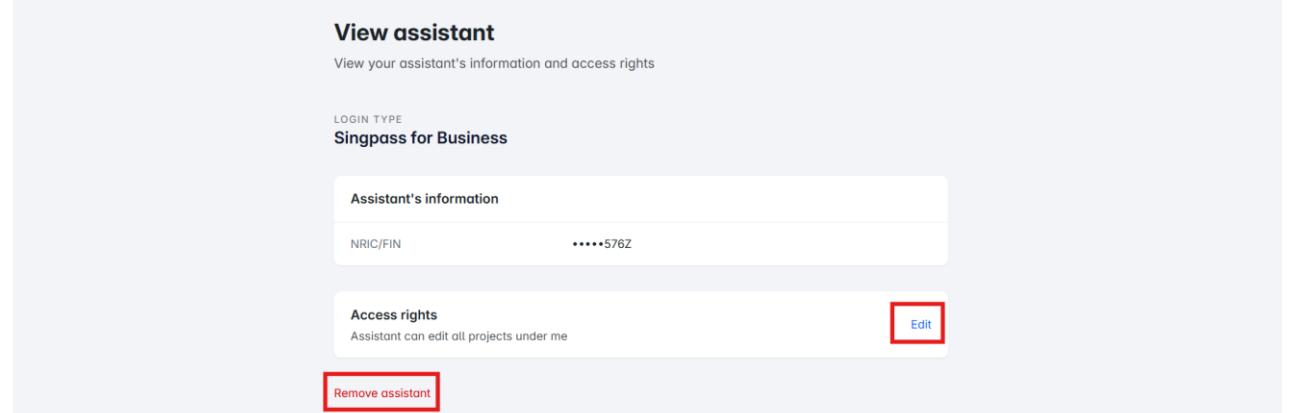
Assistant can edit all projects under me
 Assistant can only edit specific projects

[Cancel](#) [Add assistant](#)

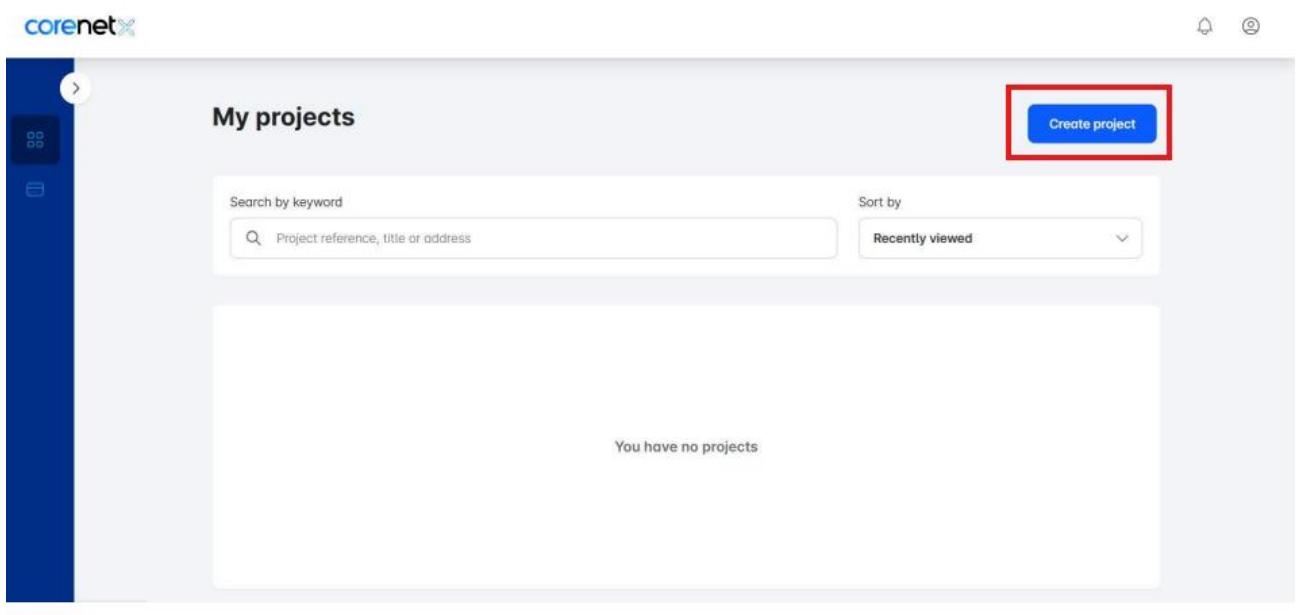
- Fill in all fields – name, full NRIC/FIN No. and email.
- Note:** The email must be specified correctly as the assistant will be receiving your request through this email.
- Select the type of access rights.
- Tip:** If you have one assistant who assists with all your projects, you can select “Assistant can edit all projects under me”
- Click on “Add assistant” to complete the process.

6.2 Removing Assistants

	<ol style="list-style-type: none">1. Under “My projects”, click on the top right icon and click on “Manage assistants”.						
 <table border="1" data-bbox="505 1024 1313 1294"><thead><tr><th>NRIC/FIN</th><th>ACCESS RIGHT</th><th>ACTIONS</th></tr></thead><tbody><tr><td>*****576Z</td><td>All projects</td><td>View</td></tr></tbody></table>	NRIC/FIN	ACCESS RIGHT	ACTIONS	*****576Z	All projects	View	<ol style="list-style-type: none">2. Your existing assistants will be shown here.3. To remove an existing assistant or change their access rights, click on “View”.
NRIC/FIN	ACCESS RIGHT	ACTIONS					
*****576Z	All projects	View					

	<p>4. Click on “remove assistant” to remove the existing assistant.</p> <p>5. Click on “Edit” to amend existing access rights.</p>
--	--

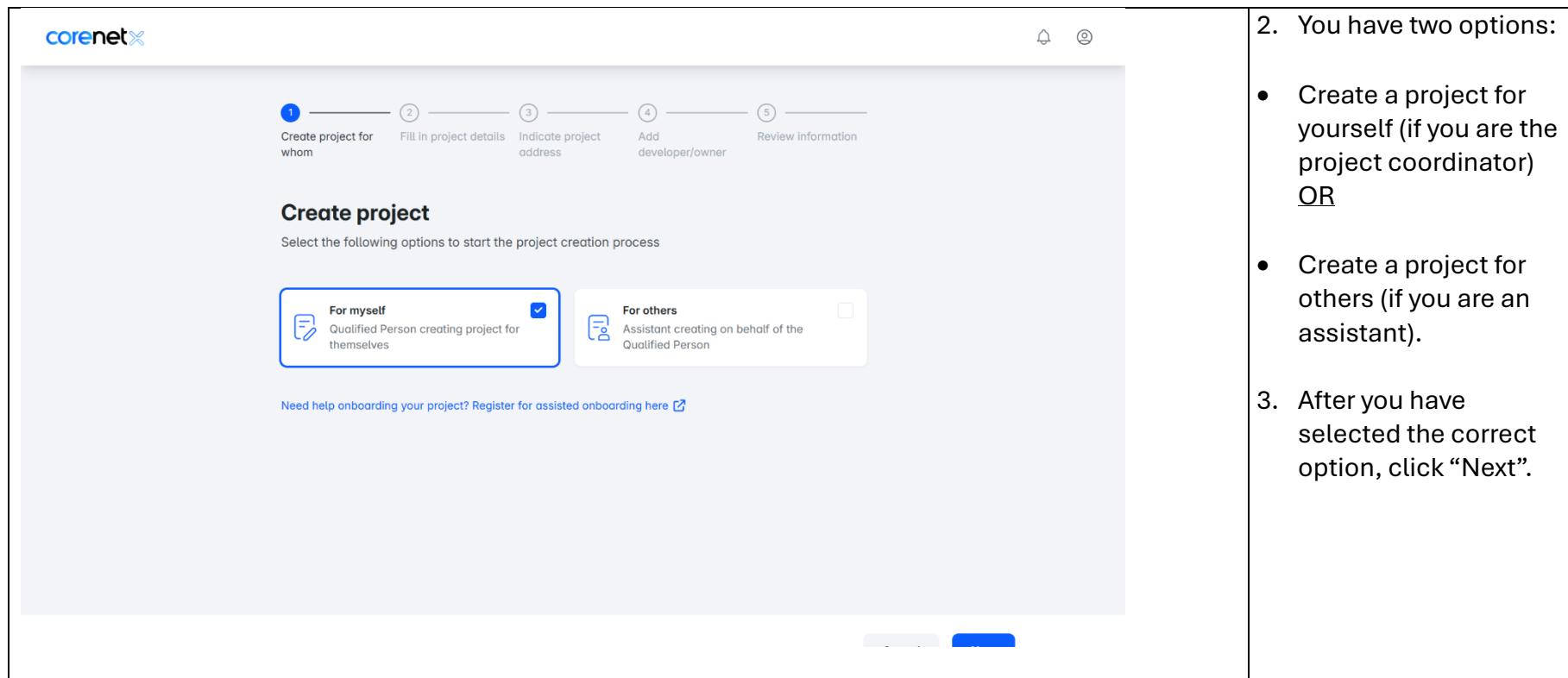
7. Creating a New Project



The image shows the 'My projects' page of the corenetX application. At the top right, there are two small icons: a bell and a user profile. Below the header, the title 'My projects' is displayed. On the far left, there is a vertical sidebar with three icons: a grid, a document, and a right-pointing arrow. In the center, there is a search bar with the placeholder 'Search by keyword' and a dropdown menu labeled 'Sort by' with 'Recently viewed' selected. A prominent blue button labeled 'Create project' is located in the top right corner of the main content area. Below the search bar, there is a message 'You have no projects'.

1. After logging in, click on “Create project”.

Note: Only Qualified Persons (QPs) or assistants of QPs can create a project.



corenetX

1 Create project for whom 2 Fill in project details 3 Indicate project address 4 Add developer/owner 5 Review information

Create project

Select the following options to start the project creation process

For myself
Qualified Person creating project for themselves

For others
Assistant creating on behalf of the Qualified Person

Need help onboarding your project? Register for assisted onboarding here [↗](#)

Next

2. You have two options:

- Create a project for yourself (if you are the project coordinator) **OR**
- Create a project for others (if you are an assistant).

3. After you have selected the correct option, click “Next”.

1 Create project for whom 2 Fill in project details 3 Indicate project address 4 Add developer/owner 5 Review information

Project details

Project coordinator
Daniel Architect

Development type Building works

Commercial ▼ New erection (including reconstruction) ▼

For developments with more than 1 development type, select the predominant use. Otherwise, select Mixed Development.

Project title 20/1000

New erection of ...

[Find out more about development type](#)

Input Project Details

4. You will take on the role of “Project Coordinator” in the system.
5. Fill in your project details.
6. Indicate the type of development and building works by selecting the appropriate option.

Note: This selection determines the project submission process, either Direct Submission Process (DSP) or the Gateway Process.

Tip: Click on “Find out more about development type” to know which typology your development falls under.

	<ol style="list-style-type: none">7. Input your project title. This title is editable even after the project is created.8. Click on “Next” to enter your project address.
--	--

<p>Indicate project address Fill in the applicable project address format(s)</p> <p>Mukim/Town Subdivision/Lot no.</p> <p>Does your project have MK/TS lot no.?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <hr/> <p>Formatted address</p> <p>Postal code <input type="text"/> <input type="button" value="Retrieve"/> e.g. 650539</p> <p>Building name <input type="text" value="Please select"/></p> <p>Road name <input type="text"/></p> <p>House/Block no. <input type="text"/> Level no. (optional) <input type="text"/> Unit no. (optional) <input type="text"/></p> <p>+ Add additional formatted address</p> <hr/> <p>Site description</p> <p>Provide road name(s) and site description if applicable</p> <p>Road name(s) <input type="text"/> <input type="button" value=""/></p> <p>Maximum of 4 roads</p> <p>Site description 0/1000 <input type="text"/></p>	<p>Indicate Project Address</p> <p>9. Fill in the project details.</p> <p>Note:</p> <ul style="list-style-type: none"> • All projects should have a Mukim/TS lot number. If your project does not have one, you may click “no”. This only applies to special projects where land lot numbers have yet to be allocated by SLA. • For the formatted address, key in the postal code and click on “retrieve” to auto-populate your address details. • If you lack a specific project address, you can select a site
<p>← Back</p>	<p>Cancel Next</p>

	<p>description with a simple name.</p> <p>10. Click on “Next”.</p>																
<p>Review information</p> <p>Please ensure that the following information indicated is accurate, information will still be editable after project creation</p> <p>Project submission process for project</p> <p>Gateway submission process</p> <p>What are the different project submission process?</p> <p>Project Coordinator details</p> <table border="1"><tr><td>Name</td><td>Archie Teng</td></tr><tr><td>Role</td><td>Architect</td></tr><tr><td>Registration no.</td><td>A0912</td></tr><tr><td>Firm name</td><td>MOCK FIRM 430P</td></tr><tr><td>UEN</td><td>S85ER7430P</td></tr></table> <p>Project details</p> <table border="1"><tr><td>Development type</td><td>Healthcare</td></tr><tr><td>Building works</td><td>New erection (including reconstruction)</td></tr><tr><td>Project title</td><td>New erection of healthcare institution (sample)</td></tr></table> <p>← Back</p> <p>Cancel</p> <p>Create project</p>	Name	Archie Teng	Role	Architect	Registration no.	A0912	Firm name	MOCK FIRM 430P	UEN	S85ER7430P	Development type	Healthcare	Building works	New erection (including reconstruction)	Project title	New erection of healthcare institution (sample)	<p>Review Information</p> <p>11. Review all information, including the development type and building works as this will determine whether your project falls under the Gateway Process or Direct Submission Process.</p> <p>12. Ensure that the project coordinator's information is correct as well.</p> <p>13. After verifying the information, click on “Create Project”.</p>
Name	Archie Teng																
Role	Architect																
Registration no.	A0912																
Firm name	MOCK FIRM 430P																
UEN	S85ER7430P																
Development type	Healthcare																
Building works	New erection (including reconstruction)																
Project title	New erection of healthcare institution (sample)																

My projects > Project overview (AA0912-A0392-2025)

Project overview

Created by Archie Teng on 2 December 2025

PROJECT REFERENCE NO.

AA0912-A0392-2025

Gateway submission process

Your first steps as Project Coordinator

Follow this guide to add members and appoint them for submissions

- Create project
- Add project members [Add](#)
- Send appointment request to developer/builder [Send](#)
- Get appointed for relevant scope of works [View](#)

Submission workspace
Prepare project submissions

Project members
View and add members

Member appointments
Appoint members for relevant scopes of works

Make payment
Add and pay for multiple payments

Site inspection booking
Create and manage bookings

Submission milestone dashboard

Keep track of the progress of your joint submissions. For all other applications, please view them in the submission workspace.

SUBMISSIONS	SUBMISSION STAGE	WD OUTSTANDING	ACTIONS
Plan application Design gateway	Not started	-	
Plan application Piling gateway (Optional)	Not started	-	
Plan application Construction gateway	Not started	-	
Completion TOP/CSC clearance	Not started	-	View TOP/CSC requirements

Project Overview

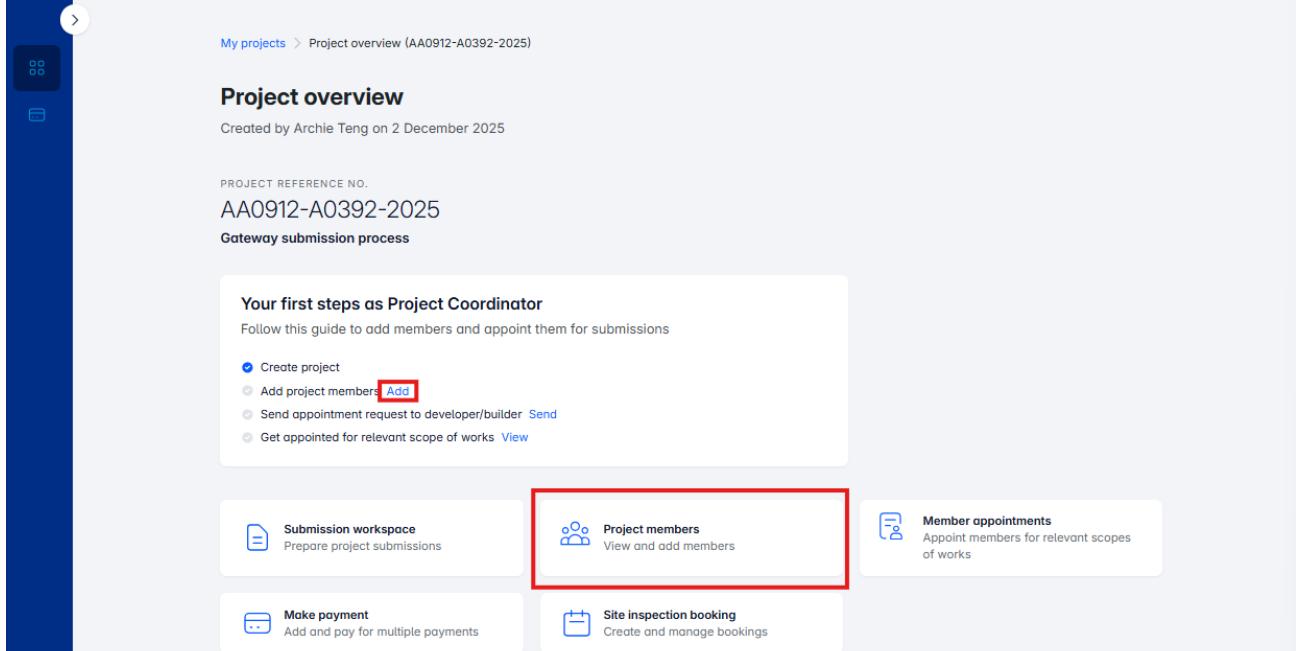
14. The project is now created.

15. A **project reference number** is automatically generated by the system. There is no need for manual input of project reference number which is currently the case in CORENET 2.0.

16. You may now proceed to add project members – follow the steps in [Section 8](#).

8. Managing your Project Team

8.1 Adding Team Members



Adding Members (action by Project Coordinator or Project Coordinator Assistant)

1. Go to the “Project overview” page.
2. Click on the “Project Members” button.

Note: Only project coordinators or their assistants can add and remove members.

Tip: Alternatively, if no members have been added yet (as per this screenshot), you can click on “Add” beside the “Add project member” milestone.

Project members

Steps required before project members can create, edit and declare for submissions

The appointment process ensures correct access to the respective parts of the submission

1 Add member
Project Coordinator to add members to the project and assign them roles

2 Add responsibilities
Project Coordinator to add responsibilities to assign members (e.g.: other QPs) to relevant scopes of works or agency submissions

3 Appoint member
Project Coordinator to consolidate all pending appointments and send an appointment request to the developer or builder

[Go to member appointments](#)

List of project members

NAME	ROLE	STATUS	ACTIONS
Archie Teng 912W	Architect (Project coordinator)	Pending responsibility	Add responsibility View

3. You will be able to view the list of project members that you have added.

4. To add a new member, click on “Add member”.

Add member

A notification email will be sent to the added project member. Additional information will be retrieved from the member's Myinfo data upon their authorisation.

Roles

Role UEN

Developer (Organisation)

+ Add additional role

Firm and personnel details

Info As the personnel added will be representing the Developer (Organisation), he/she will need to use Singpass for Business with the corresponding UEN to access this project in CORENET X.

- UEN

Please select the following

Developer is also Owner

Developer is authorised to act on Owner's behalf

Role

Main acting personnel

Name NRIC/FIN

Last 4 alphanumeric characters (example: 567A)

Email

+ Add additional personnel

(1) Adding the Developer (Organisation)

5. If the Developer is an organisation, select "Developer (Organisation)" under Role.

Note: You may add multiple developers (if applicable).

6. Indicate the UEN. Ensure that this UEN is accurate.

7. For Developer (organisation), you will need to indicate 1 main acting personnel.

Tip: You can add secondary developer personnel by clicking on "Add additional personnel". You may add up to 2 secondary developer personnel. These secondary developer personnel will have the same access rights as the main acting personnel.

8. Click on "Add member".

<p>Add member</p> <p>A notification email will be sent to the added project member. Additional information will be retrieved from the member's Myinfo data upon their authorisation.</p> <p>Roles</p> <p>Role</p> <p>Developer (Individual) ▾</p> <p>+ Add additional role</p> <hr/> <p>Member details</p> <p>Info You are about to add the developer to this project in his/her individual capacity. This option should only be selected if the developer is developing his/her own house. Please note that once added, the developer will use Singpass individual to access the project in CORENET X. If the developer is a firm, please select Developer (Organisation).</p> <p>Name <input type="text"/></p> <p>NRIC/FIN <input type="text"/></p> <p>Last 4 alphanumeric characters (example: 567A)</p> <p>Email <input type="text"/></p> <p>Please select the following</p> <p><input type="radio"/> Developer is also Owner</p> <p><input type="radio"/> Developer is authorised to act on Owner's behalf</p> <p><input type="button" value="Cancel"/> <input type="button" value="Add member"/></p>	<p>(2) Adding the Developer (Individual)</p> <p>9. If the Developer is an individual e.g., house owner, select "Developer (Individual)" under Role.</p> <p>Note: You may add multiple developers (if applicable).</p> <p>10. Key in the other details.</p> <p>11. Click on "Add member".</p>
--	--

Add member details

A notification email will be sent to the added project member. Additional information will be retrieved from the member's Myinfo data upon their authorisation.

Roles

Role

Registration no.

Professional Engineer (Civil) 

9000 

[+ Add additional role](#)

Member details

Name

pecivil

NRIC/FIN

000E 

Last 4 alphanumeric characters (example: 567A)

Email

pecivil@test.com

(3) Adding a Qualified Person

12. To add a QP, select their role from the list and enter their registration number (for QPs).
13. Input the email address of the QP. **Ensure this email is accurate as your request to add the member will be sent to this email address and the member must accept this request through email.**
14. A green tick indicates that the added professional has a valid licence under the relevant Board/Registry.
15. Input the member's name as per NRIC/FIN, last four digits of their NRIC/FIN and email address. This name is important as it will be **reflected in the approval letters issued by agencies.**
16. Click on "Add member".

List of project members

Add member

NAME	ROLE	STATUS	ACTIONS
Archie Teng	Architect (Project coordinator)	Pending responsibility	Add responsibility View
Eugene Chia	Professional Engineer (Civil)	Email invite sent	Resend email invitation View

Email sent to added project member to confirm their addition to the project team:

Eugene Chia , you have been added to project AA0912-A0392-2025

You have been added to this project by the project coordinator or his/her assistant. To access the project, please confirm your addition to the project.

If you are a business user, please login using Singpass Business for your firm.

Upon confirmation, you will be formally added to the project in CORENET X and could view the project details.

Confirm addition

17. Follow the same steps above to add other project personnel.
18. Once you have added the new member, an email will be sent to the new member's specified email address.
19. **Please inform the new member to accept the email invitation.** The new member needs to click on "confirm addition" button in the email invite. Until then, their status will be reflected as "email invite sent".

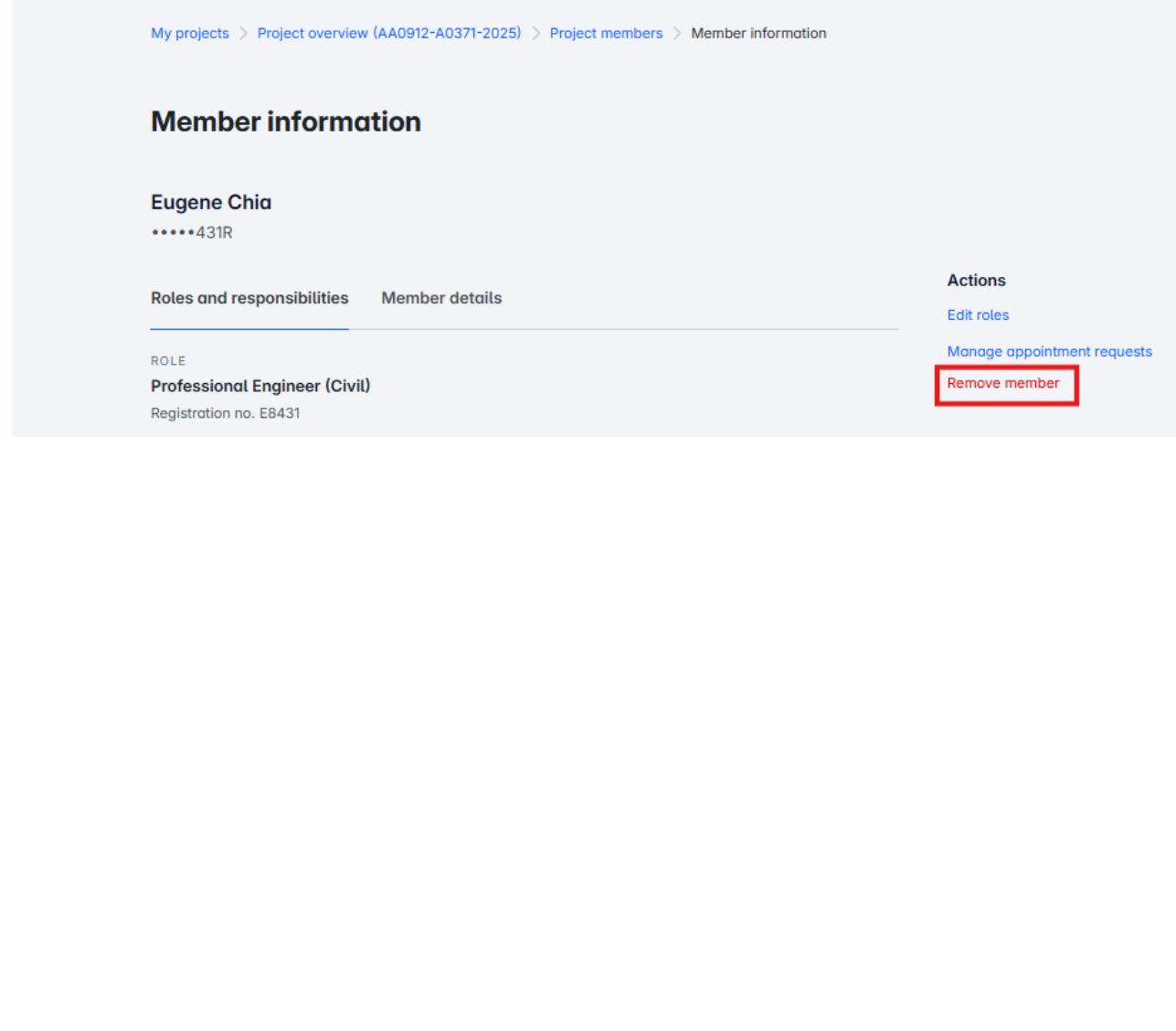
List of project members				Add member
NAME	ROLE	STATUS	ACTIONS	
Archie Teng	Architect (Project coordinator)	Pending responsibility	Add responsibility	View
Eugene Chia	Professional Engineer (Civil)	Pending responsibility	Add responsibility	View
MOCK FIRM 430P	Developer (Organisation)	Added		View firm information

20. Once the new member has accepted the email invitation, their status will be updated accordingly.

- When a Developer accepts the invitation, his status will be updated to “Added”.
- When a Qualified Person has accepted the invitation, his status will be updated to “Pending responsibility”.

21. **For members whose status are reflected as “pending responsibility”, you will need to assign responsibility – refer to [Section 9](#) for the steps.**

8.2 Removing Team Members



My projects > Project overview (AA0912-A0371-2025) > Project members > Member information

Member information

Eugene Chia
*****431R

Roles and responsibilities Member details

ROLE
Professional Engineer (Civil)
Registration no. E8431

Actions

[Edit roles](#)
[Manage appointment requests](#)
[Remove member](#)

1. Project coordinators / assistants can remove members, **subject to authorisation by the developer or builder.**

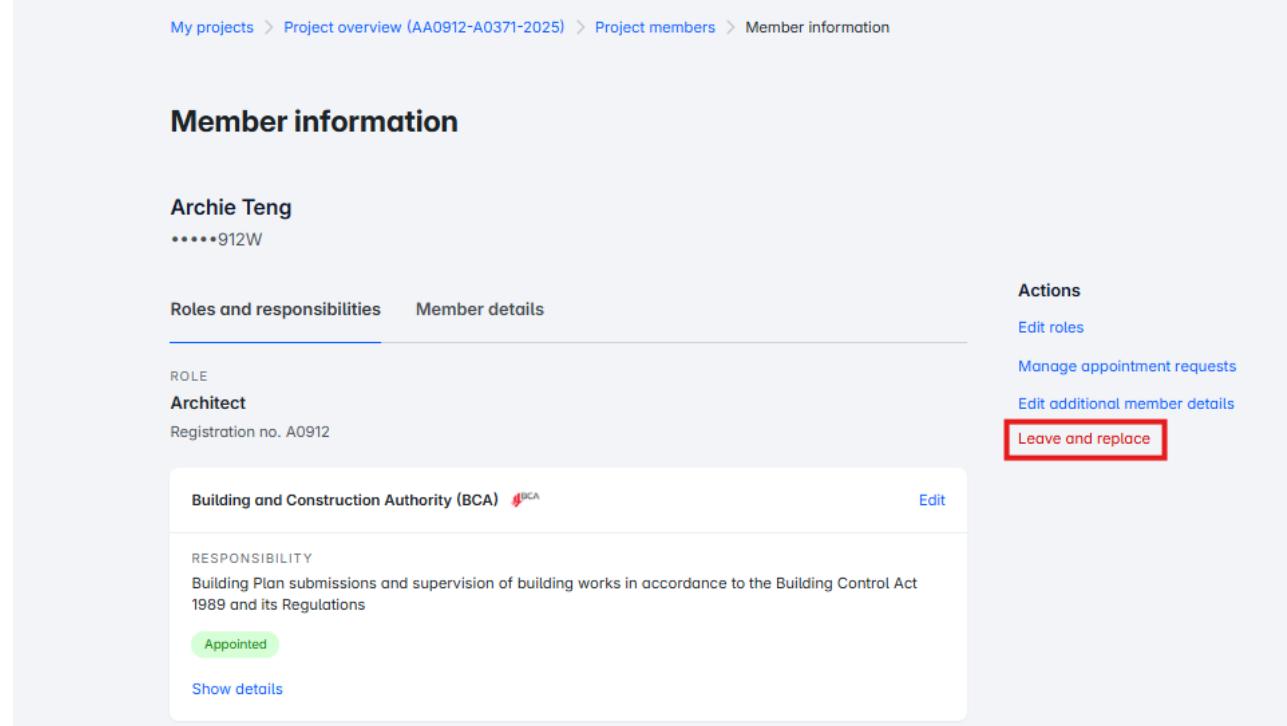
2. Go the “project members” page and “view” the member to be removed.

3. At the member information page, click on “remove member”.

4. If the project member was appointed by the developer / builder, an email will be sent to the developer / builder to confirm the removal.

Note: Removed members will no longer be able to make or continue submissions except for submission of documents. However, they will retain “view only” rights for 10 working days to provide the necessary handover documents as required by agencies through the “Independent Submission”, “Submission of Documents” before they are removed from the project entirely.

8.3 Replacing the Project Coordinator



My projects > Project overview (AA0912-A0371-2025) > Project members > Member information

Member information

Archie Teng
*****912W

Roles and responsibilities Member details

ROLE
Architect
Registration no. A0912

Building and Construction Authority (BCA)  [Edit](#)

RESPONSIBILITY
Building Plan submissions and supervision of building works in accordance to the Building Control Act 1989 and Its Regulations

[Appointed](#) [Show details](#)

Actions
[Edit roles](#)
[Manage appointment requests](#)
[Edit additional member details](#)
[Leave and replace](#)

1. Project coordinators (PC) can leave and replace themselves if needed.

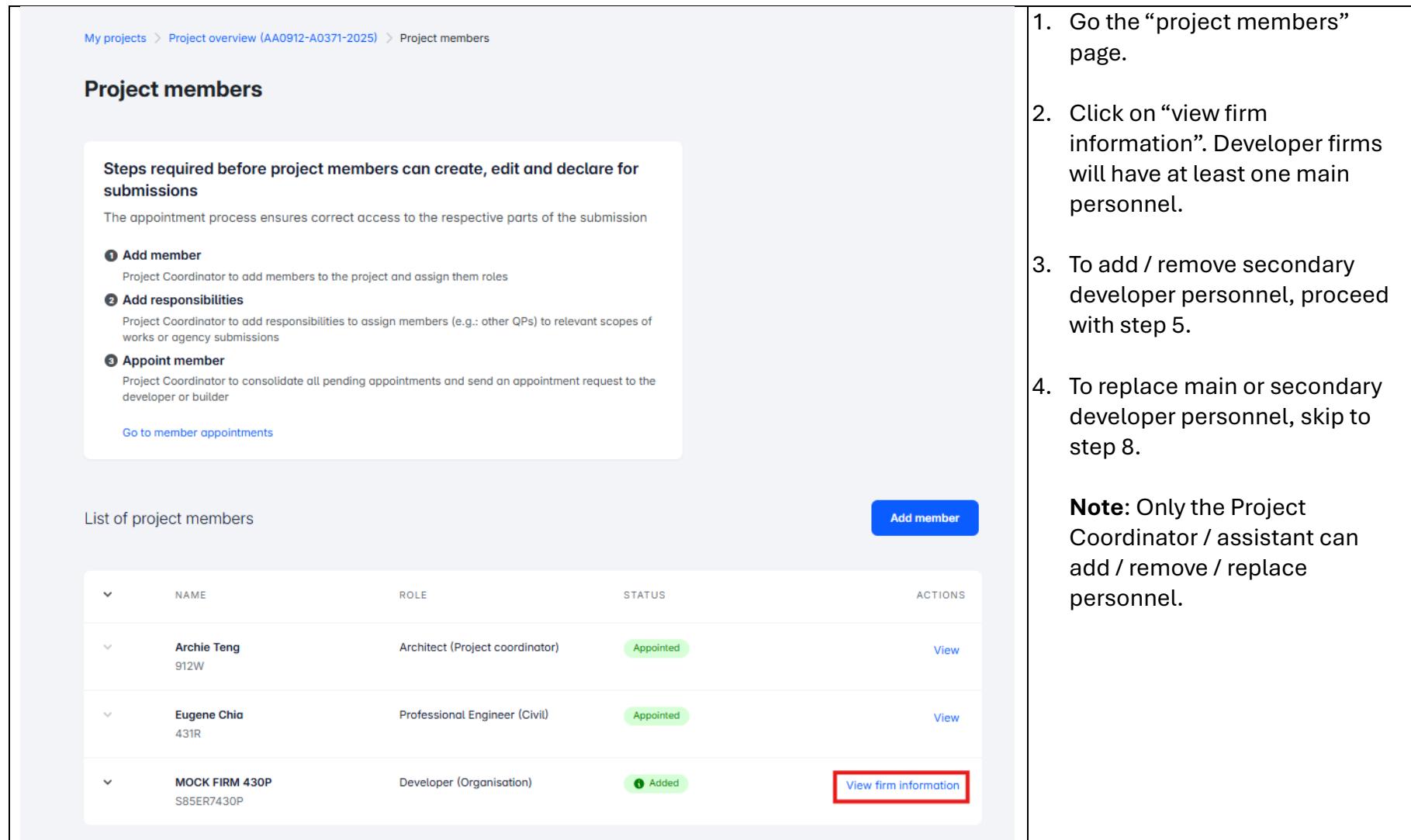
2. Go the “project members” page and “view” the project coordinator’s member information.

3. Click on “Leave and replace”.

Note:

- A PC cannot leave without a replacement.
- The replacement of PC may only proceed with authorisation by the developer or builder (whoever appointed the PC).
- When this replacement is confirmed, the PC and PC assistants' access to this project will be removed after 10 working days.

8.4 Managing Developer Personnel



My projects > Project overview (AA0912-A0371-2025) > Project members

Project members

Steps required before project members can create, edit and declare for submissions

The appointment process ensures correct access to the respective parts of the submission

1 Add member
Project Coordinator to add members to the project and assign them roles

2 Add responsibilities
Project Coordinator to add responsibilities to assign members (e.g.: other QPs) to relevant scopes of works or agency submissions

3 Appoint member
Project Coordinator to consolidate all pending appointments and send an appointment request to the developer or builder

[Go to member appointments](#)

List of project members

NAME	ROLE	STATUS	ACTIONS
Archie Teng 912W	Architect (Project coordinator)	Appointed	View
Eugene Chia 431R	Professional Engineer (Civil)	Appointed	View
MOCK FIRM 430P S85ER7430P	Developer (Organisation)	Added	View firm information

Add member

Note: Only the Project Coordinator / assistant can add / remove / replace personnel.

1. Go the “project members” page.
2. Click on “view firm information”. Developer firms will have at least one main personnel.
3. To add / remove secondary developer personnel, proceed with step 5.
4. To replace main or secondary developer personnel, skip to step 8.

My projects > Project overview (AA0912-A0371-2025) > Project members > View firm information

View firm information

MOCK FIRM 430P
UEN: S85ER7430P

Personnel details	Roles and responsibilities	Actions
Developer (Organisation)		Add secondary personnel
Main personnel		Replace
Name	Deven Tan	
Email	-	

Adding secondary personnel

5. Click on “Add secondary personnel”

Note: Similar to existing developer personnel, the added personnel must also be added into their organisation’s Corppass to be given access.

6. Fill in the personnel’s details. An email will be sent to the added secondary personnel. **The secondary personnel must confirm his addition via email before he or she is successfully added.**

<p>My projects > Project overview (AA0912-A0371-2025) > Project members > View firm information</p> <h2>View firm information</h2> <p>MOCK FIRM 430P UEN: S85ER7430P</p> <p>Personnel details Roles and responsibilities</p> <p>Developer (Organisation) Add secondary personnel</p> <p>Main personnel Replace</p> <table border="1"><tr><td>Name</td><td>Deven Tan</td></tr><tr><td>Email</td><td>-</td></tr></table> <p>Secondary personnel Replace Remove</p> <table border="1"><tr><td>Name</td><td>SecondaryDev</td></tr><tr><td>Email</td><td>-</td></tr></table>	Name	Deven Tan	Email	-	Name	SecondaryDev	Email	-	<p>Removing secondary personnel</p> <p>7. Click on “Remove”</p> <p>Note: An email notification will be sent to the secondary personnel who was removed.</p>
Name	Deven Tan								
Email	-								
Name	SecondaryDev								
Email	-								

My projects > Project overview (AA0912-A0371-2025) > Project members > View firm information

View firm information

MOCK FIRM 430P
UEN: S85ER7430P

Personnel details	Roles and responsibilities
Developer (Organisation)	
Main personnel	
Name	Deven Tan
Email	-
Secondary personnel	
Name	SecondaryDev
Email	-

Actions

[Manage appointment requests](#)
[Edit my project email](#)

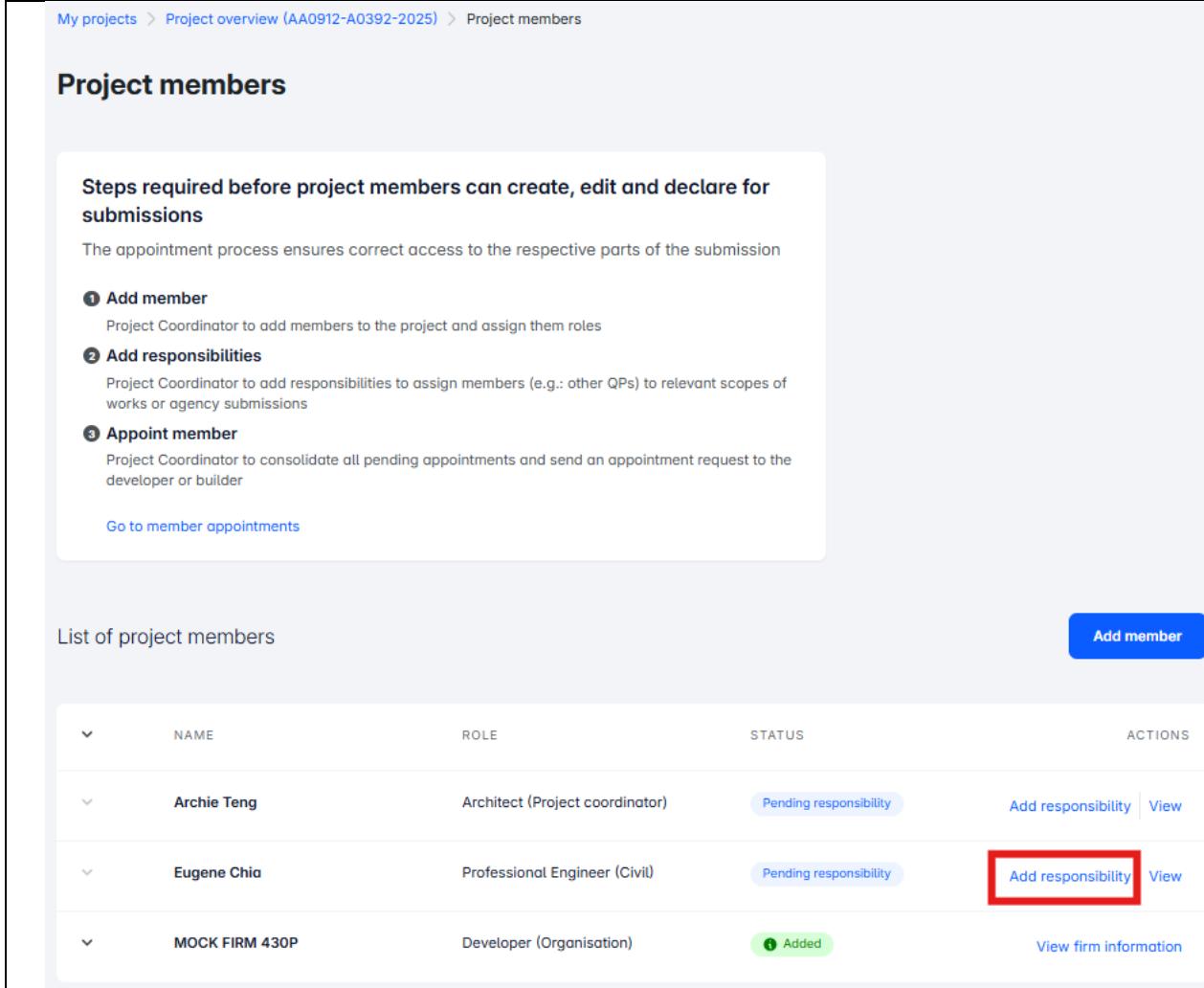
Replacing main / secondary personnel

8. Click the “Replace” button beside the name of the personnel to be replaced.
9. On the next page, select the personnel to be replaced.
10. Review replacement details and click “next” to confirm.

Note: If the added personnel is currently not part of the project, he / she will be required to accept addition to the project to complete the replacement process. Until then, the personnel who is replaced will still be allowed to access the project functions.

9. Assigning Responsibilities and Appointing Team Members

9.1 Assign responsibilities to Team Members



My projects > Project overview (AA0912-A0392-2025) > Project members

Project members

Steps required before project members can create, edit and declare for submissions

The appointment process ensures correct access to the respective parts of the submission

1 Add member
Project Coordinator to add members to the project and assign them roles

2 Add responsibilities
Project Coordinator to add responsibilities to assign members (e.g.: other QPs) to relevant scopes of works or agency submissions

3 Appoint member
Project Coordinator to consolidate all pending appointments and send an appointment request to the developer or builder

[Go to member appointments](#)

List of project members

NAME	ROLE	STATUS	ACTIONS
Archie Teng	Architect (Project coordinator)	Pending responsibility	Add responsibility View
Eugene Chia	Professional Engineer (Civil)	Pending responsibility	Add responsibility View
MOCK FIRM 430P	Developer (Organisation)	Added	View firm information

Add member

1. For members whose statuses are shown as “pending responsibility”, you will need to assign them their responsibilities.

Note: This will determine the type of submissions the respective member is responsible for. With this, only the competent QP of the acceptable discipline will be able to create and submit for the specific submission e.g. Only a PE (Civil) appointed for BCA’s Structural submissions will be able to create and submit for the ST submission.

2. Go to the “Project members” page.

3. Click on “Add responsibility”.

Project responsibilities

All statutory responsibilities added must be appointed by the developer (or licensed builder, as defined by the relevant Acts and Regulations). The appointed Qualified Person (QP) will then be responsible for the relevant aspects of the submission.

[View roles and responsibilities of project members](#)

Role

Professional Engineer (Civil)

Registration no. E8431

Select scope of responsibilities for agency

Select agency

- Building and Construction Authority (BCA)
- Land Transport Authority (LTA)
- National Environment Agency (NEA)
- National Parks Board (NParks)
- Public Utilities Board (PUB)

Cancel

Save

4. For each Qualified Person/Professional, select their responsibilities under the specified agencies.

5. You may refer to [this link](#) for the roles and responsibilities each project member may undertake.

Note: The CORENET X system has digitalised the appointment process, eliminating the traditional appointment process done on paper.

<p>Project responsibilities</p> <p>All statutory responsibilities added must be appointed by the developer (or licensed builder, as defined by the relevant Acts and Regulations). The appointed Qualified Person (QP) will then be responsible for the relevant aspects of the submission.</p> <p>View roles and responsibilities of project members</p> <p>Role Professional Engineer (Civil) Registration no. E8431</p> <p>Select scope of responsibilities for agency</p> <p>Building and Construction Authority (BCA) <input checked="" type="checkbox"/> Land Transport Authority (LTA) <input type="checkbox"/> Public Utilities Board (PUB) <input type="checkbox"/></p> <p>Agency Building and Construction Authority (BCA) </p> <p>Structural Plan submissions and/or supervision of building works in accordance to the Building Control Act 1989 and its Regulations</p> <p><input checked="" type="checkbox"/> To prepare the plans of the following structural works in the Building Works under Section 8(1)(a) of the Building Control Act 1989</p> <p>Select responsibilities details <input checked="" type="radio"/> All structural works Does your responsibility include demolition? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Others (to specify)</p> <p><input type="checkbox"/> To supervise the carrying out of the following structural works in the Building Works under Section 8(1)(b) of the Building Control Act 1989</p> <p>Cancel Save</p>	<ol style="list-style-type: none">6. For a QP, responsibilities can be filtered and assigned for relevant agencies.7. Ensure that all information is accurate before clicking “save”.8. After this step, the project coordinator / assistant will need proceed to initiate appointment so that the developer may appoint the QP (refer to Section 9.2). <p>Note: Project members who are involved in providing inputs to the submissions need to be appointed to be able to create or access the relevant form e.g. PE (Civil) needs to be appointed to be able to create Independent structural and permit application to BCA. This applies to all submissions except for pre-submission consultation.</p>
--	---

9.2 Initiating appointments of Team Members

My projects > Project overview (AA0912-A0392-2025) > Project members

Project members

Steps required before project members can create, edit and declare for submissions

The appointment process ensures correct access to the respective parts of the submission

① Add member
Project Coordinator to add members to the project and assign them roles

② Add responsibilities
Project Coordinator to add responsibilities to assign members (e.g.: other QPs) to relevant scopes of works or agency submissions

③ Appoint member
Project Coordinator to consolidate all pending appointments and send an appointment request to the developer or builder

[Go to member appointments](#)

List of project members [Add member](#)

NAME	ROLE	STATUS	ACTIONS
Archie Teng	Architect (Project coordinator)	Pending appointment	Send appointment request View
Eugene Chia	Professional Engineer (Civil)	Pending appointment	Send appointment request View
Mandon Ng	Professional Engineer (Mechanical)	Pending appointment	Send appointment request View
MOCK FIRM 430P	Developer (Organisation)	Added	View firm information

Initiate Appointment (action by Project Coordinator / Project Coordinator assistant)

1. After assigning the responsibilities to the team members, return to the project members' page.
2. Scroll down to the list of project members.
3. If a project member has been assigned responsibilities but has not been appointed by the developer, their status will be shown as "pending appointment".
4. Initiate appointment by clicking on "Send appointment request".

Pending appointment 3 Confirmed

Select members to send appointment request for

Send appointment request

<input checked="" type="checkbox"/>	NAME	ROLE	FOR SUBMISSIONS TO	TO BE APPOINTED BY	STATUS
<input checked="" type="checkbox"/>	Archie Teng A0912	Architect	<ul style="list-style-type: none">BCASCDFURALTANEANParksPUB	-	⚠ Request not sent
<input checked="" type="checkbox"/>	Eugene Chia E8431	Professional Engineer (Civil)	<ul style="list-style-type: none">BCALTAPUBURANEANParksSCDF	-	⚠ Request not sent
<input checked="" type="checkbox"/>	Mandon Ng E8610	Professional Engineer (Mechanical)	<ul style="list-style-type: none">BCALTANEAPUBSCDF	-	⚠ Request not sent

5. You will be directed to the “Manage appointments” page. This page allows the digital management of appointments and **can only be accessed by the Project Coordinator or Project Coordinator assistant**, who must initiate an appointment request with the developer or licensed builder.

6. Select all personnel for which appointment is to be initiated. Each appointment request can only be sent to one party (developer or licensed builder).

7. Click on “Send appointment request”.

Send appointment request

Send appointment request to the developer (or licensed builder, as defined by the relevant Acts and Regulations)

Select an appointer to authorise this request

To be appointed by

Please select

MOCK FIRM 789F (Developer (Organisation))

MOCK FIRM 789F (Licensed Builder)

8. Choose whether the members are to be appointed by the developer or the licensed builder.

Note:

- Please ensure that the developer / licensed builder has been added to the project and has also accepted the email invite before this step.
- If the members are to be appointed by the licensed builder, the licensed builder must be appointed before their name appears in the drop-down list.

Send appointment request

Send appointment request to the developer (or licensed builder, as defined by the relevant Acts and Regulations)

Select an appointer to authorise this request

To be appointed by

MOCK FIRM 430P (Developer (Organisation))

Select members to be appointed for submissions to the relevant agencies

AGENCY
Building and Construction Authority (BCA) 

Archie Teng
Registration no. A0912
Architect

RESPONSIBILITY
Building Plan submissions and supervision of building works in accordance to the Building Control Act 1989 and its Regulations

Eugene Chia
Registration no. E8431
Professional Engineer (Civil)

RESPONSIBILITY
Structural Plan submissions and/or supervision of building works in accordance to the Building Control Act 1989 and its Regulations

- To prepare the plans of the following structural works in the Building Works under Section 8(1)(a) of the Building Control Act 1989
 - All structural works including demolition
- To supervise the carrying out of the following structural works in the Building Works under Section 8(1)(b) of the Building Control Act 1989
 - All structural works including demolition

[Hide details](#)

Mandon Ng

Cancel Send

9. You will see the members that need to be appointed, categorised by agency.

10. You may select multiple members to be appointed by the appointing party. Select the members by clicking on the checkbox.

Tip: All members will be selected by default. By selecting multiple members, this allows the appointing party to authorise the multiple appointments in a single click.

11. Click “Send” to send the appointment request via email to the developer.

12. **Inform the developer / licensed builder to authorise the appointments** – they can either check their email for the link or log in to the portal and go to the bell notifications.

<p>Email received by developer:</p> <p>Appoint and authorise project members for project AA0912-A0392-2025</p> <p>There are pending appointments that require your action.</p> <p>Project members must be appointed by the developer (or licensed builder, as defined by the relevant Acts and Regulations) to make submissions in CORENET X.</p> <p>Please login via Singpass to appoint and authorise the members.</p> <p>Appoint members</p>	<p>Appoint members (action by developer / licensed builder)</p> <p>13. The appointer (developer / licensed builder) would receive an email and bell notification on the portal to appoint the selected members. Clicking the link would bring them to the member appointment page.</p>
---	---

Pending developer 3		Confirmed	
Select members to appoint			
NAME	ROLE	FOR SUBMISSIONS TO	TO BE APPOINTED BY
<input checked="" type="checkbox"/> Archie Teng A0912	Architect	<ul style="list-style-type: none">BCASCDFURALTANEANParksPUB	MOCK FIRM 430P Developer (Organisation) Pending developer
<input checked="" type="checkbox"/> Eugene Chia E8431	Professional Engineer (Civil)	<ul style="list-style-type: none">BCALTAPUBURANEANParksSCDF	MOCK FIRM 430P Developer (Organisation) Pending developer
<input checked="" type="checkbox"/> Mandon Ng E8610	Professional Engineer (Mechanical)	<ul style="list-style-type: none">BCALTANEAPUBSCDF	MOCK FIRM 430P Developer (Organisation) Pending developer

Appoint selected members

14. The developer is to select the members to be appointed.

15. Click on “Appoint selected members”.

<p>Select members to be appointed for submissions to the relevant agencies</p> <p>AGENCY Building and Construction Authority (BCA) </p> <div data-bbox="534 350 1282 541"><p><input checked="" type="checkbox"/> Archie Teng Registration no. A0912 Architect</p><p>RESPONSIBILITY Building Plan submissions and supervision of building works in accordance to the Building Control Act 1989 and its Regulations</p></div> <div data-bbox="534 573 1282 763"><p><input checked="" type="checkbox"/> Eugene Chia Registration no. E8431 Professional Engineer (Civil)</p><p>RESPONSIBILITY Structural Plan submissions and/or supervision of building works in accordance to the Building Control Act 1989 and its Regulations</p></div> <div data-bbox="534 774 1282 933"><ul style="list-style-type: none">• To prepare the plans of the following structural works in the Building Works under Section 8(1)(a) of the Building Control Act 1989<ul style="list-style-type: none">• All structural works including demolition• To supervise the carrying out of the following structural works in the Building Works under Section 8(1)(b) of the Building Control Act 1989<ul style="list-style-type: none">• All structural works including demolition</div> <div data-bbox="534 944 1282 1008"><p>Hide details</p></div> <div data-bbox="534 1024 1282 1214"><p><input checked="" type="checkbox"/> Mandon Ng Registration no. E8610 Professional Engineer (Mechanical)</p><p>RESPONSIBILITY Submissions involving electrical and mechanical engineering works in accordance to the Building Control Act 1989 and its Regulations</p></div> <div data-bbox="534 1225 1282 1287"><ul style="list-style-type: none">• To submit the design score for the building undergoing major energy-use change under Section 22FB of the Building Control Act 1989 and the Building Control (Environmental Sustainability Measures for Existing Buildings) Regulations 2013</div>	<p>16. All the responsibilities pending appointment will be selected by default. Uncheck any responsibilities selected where applicable.</p> <p>17. Click “Confirm” to confirm appointment.</p>
--	---

My projects > Project overview (AA0912-A0392-2025) > Project members

Project members

Steps required before project members can create, edit and declare for submissions

The appointment process ensures correct access to the respective parts of the submission

1 Add member
Project Coordinator to add members to the project and assign them roles

2 Add responsibilities
Project Coordinator to add responsibilities to assign members (e.g.: other QPs) to relevant scopes of works or agency submissions

3 Appoint member
Project Coordinator to consolidate all pending appointments and send an appointment request to the developer or builder

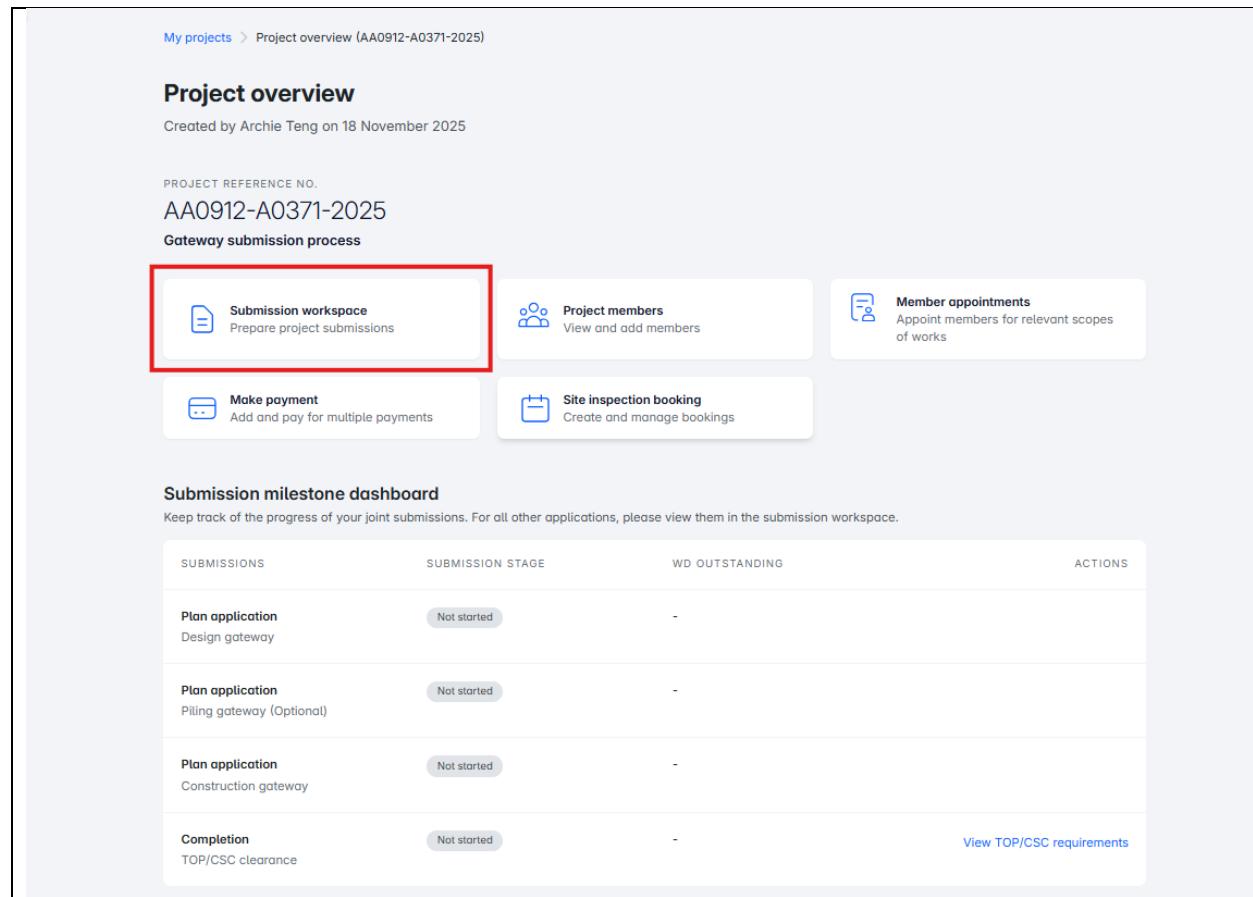
[Go to member appointments](#)

List of project members

NAME	ROLE	STATUS	ACTIONS
Archie Teng	Architect (Project coordinator)	Appointed	View
Eugene Chia	Professional Engineer (Civil)	Appointed	View
Mandon Ng	Professional Engineer (Mechanical)	Appointed	View
MOCK FIRM 430P	Developer (Organisation)	Added	View firm information

18. If the members are successfully appointed, their status will be reflected as “Appointed” under the Project members page.

10. Applying for a Pre-Submission Consultation



My projects > Project overview (AA0912-A0371-2025)

Project overview

Created by Archie Teng on 18 November 2025

PROJECT REFERENCE NO.
AA0912-A0371-2025

Gateway submission process

Submission workspace Prepare project submissions (highlighted)

Project members View and add members

Member appointments Appoint members for relevant scopes of works

Make payment Add and pay for multiple payments

Site inspection booking Create and manage bookings

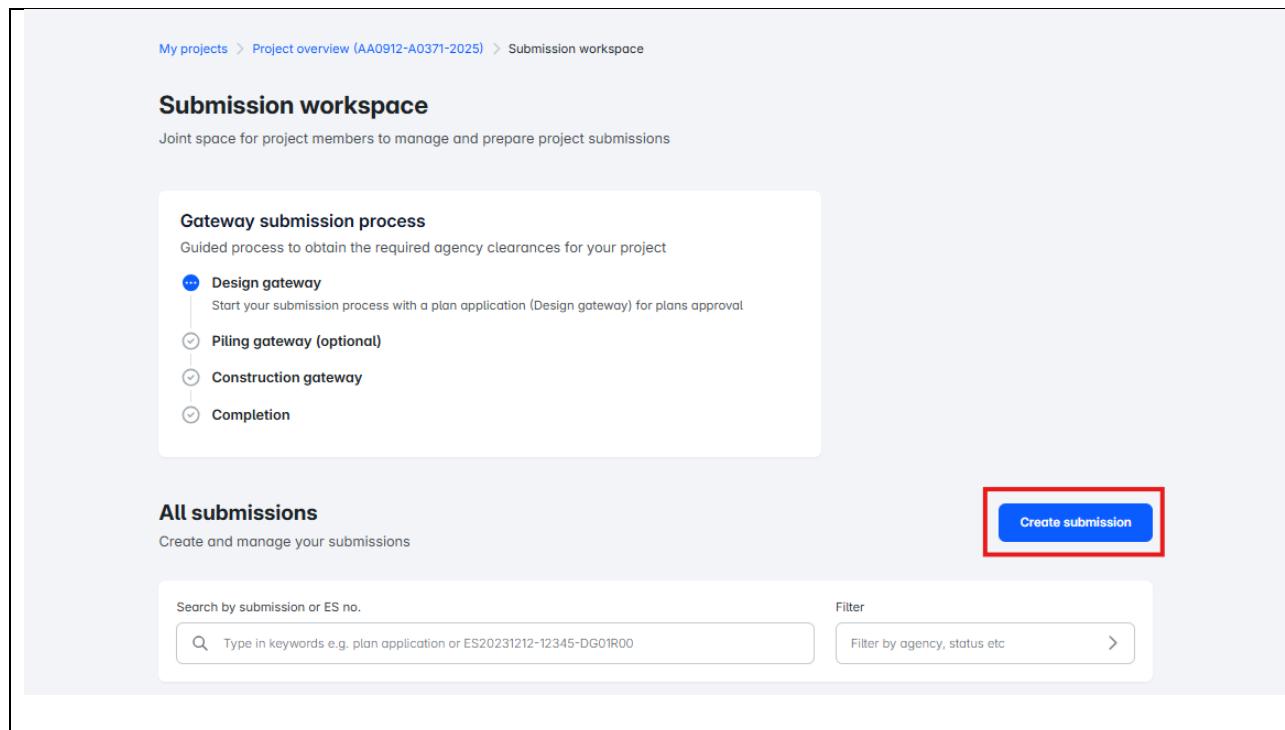
Submission milestone dashboard

Keep track of the progress of your joint submissions. For all other applications, please view them in the submission workspace.

SUBMISSIONS	SUBMISSION STAGE	WD OUTSTANDING	ACTIONS
Plan application Design gateway	Not started	-	
Plan application Piling gateway (Optional)	Not started	-	
Plan application Construction gateway	Not started	-	
Completion TOP/CSC clearance	Not started	-	View TOP/CSC requirements

1. Go to the “Project Overview” page.

2. Click on “Submission Workspace” to initiate a submission.



My projects > Project overview (AA0912-A0371-2025) > Submission workspace

Submission workspace

Joint space for project members to manage and prepare project submissions

Gateway submission process

Guided process to obtain the required agency clearances for your project

- Design gateway
- Piling gateway (optional)
- Construction gateway
- Completion

All submissions

Create and manage your submissions

Search by submission or ES no. Type in keywords e.g. plan application or ES20231212-12345-DG01R00

Filter Filter by agency, status etc >

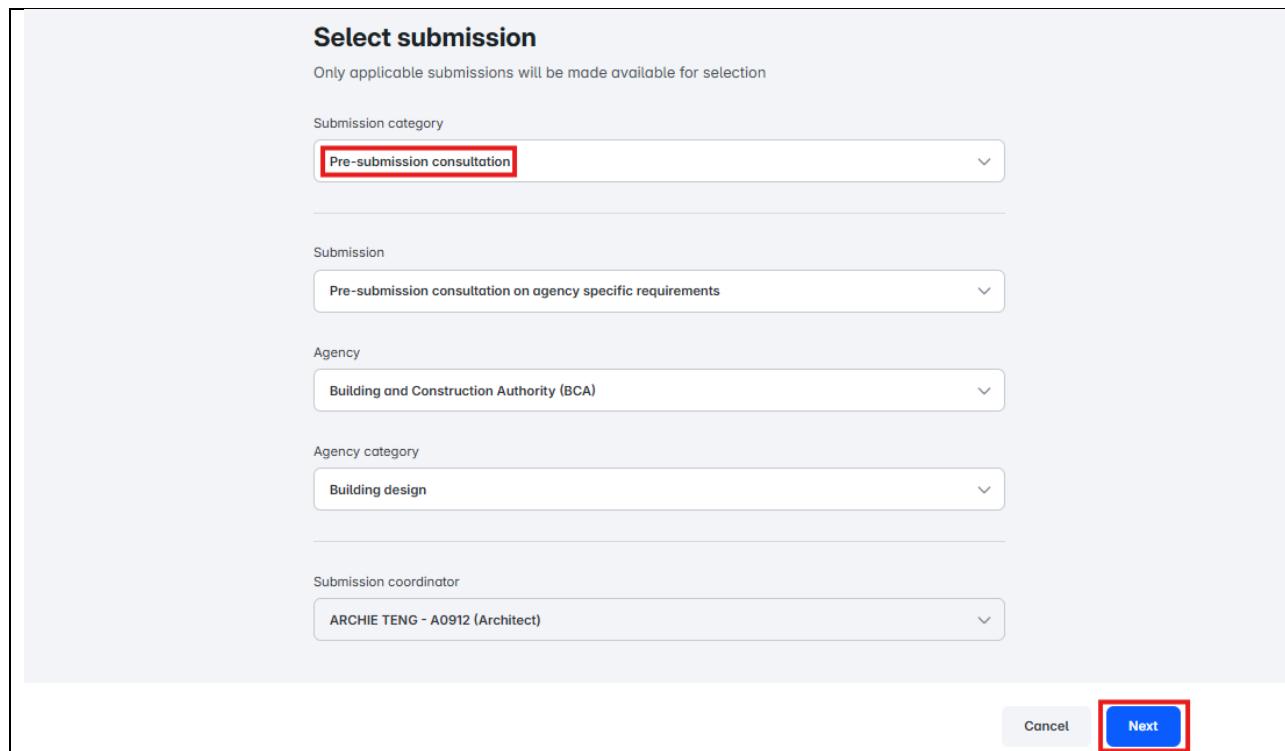
3. The submission workspace dashboard reflects the stage your project is at.

Note: In this example, we are at the Design Gateway (DG)

4. Click on “Create Submission”.

Note: If no submissions have been made, any member can proceed to create one.

<p>Select submission</p> <p>Only applicable submissions will be made available for selection</p> <p>Submission category</p> <p>Pre-submission consultation</p> <p>Submission</p> <p>Pre-submission consultation on agency specific requirements</p> <p>Agency</p> <p>Building and Construction Authority (BCA)</p> <p>Agency category</p> <p>Building design</p> <p>Submission coordinator</p> <p>ARCHIE TENG - A0912 (Architect)</p> <p>Note: The project member creating this submission will be assigned the role of Submission Coordinator for this pre-submission consultation.</p> <p>7. Click “Next”</p>	<p>5. Select “Pre-submission consultation”.</p> <p>6. Select the submission type, agency and category.</p>
---	--



Cancel **Next**

Create submission

Please read the below instructions before proceeding.

Submission details	
Submission	Pre-submission consultation on agency specific requirements
Agency	Building & Construction Authority (BCA)
Agency Category	Building design

Instructions

This pre-submission consultation item(s) will be made to the agency(s) for the aspects which you have shown above.

Once you proceed, only you and your assistant (if any) will be allowed access to edit and submit this application.

Please note that once a response has been issued by the agency(s), a new application is required if you wish to follow up or supplement details on any issues.

[← Back](#) [Cancel](#) [Create](#)

8. Review submission details and click “Create”.

Note: Only the submission coordinator and his or her assistant can edit and submit this submission.

My projects > Project overview (AA0912-A0371-2025) > Submission workspace > View submission timeline

View submission timeline

Last updated on 3:30pm, 2 December 2025

Submission created
2 December 2025
Assign appointed project parties to the respective sections and they can proceed to complete the submission form

Pre-submission consultation on agency specific requirements

Submission stage	New Submission
Last saved	3:30pm, 2 December 2025

Edit Edit

SUBMISSION
Pre-submission consultation on agency specific requirements

AGENCY
BCA (Building design)

SUBMISSION STAGE
New Submission

STATUS
Draft

[What is submission status?](#)

E-SUBMISSION NO.
-

[View all members](#)

Actions

[View responses](#)
[View submission activity](#)
[Delete submission](#)

9. A pre-submission consultation will be created. At the start, its submission status will be reflected as “draft”.

10. The Submission Coordinator can click on “Edit” to fill in the details and upload documents.

Project information

Details

Last saved on - **Draft**

Relevant ES (if applicable)

Topic of consultation 0/500

Description of consultation 0/1000

Upload documents

Upload all the supporting documents and ensure all files are tagged accordingly

Others (optional)

Drag and drop files here or [select files](#)

Each file cannot exceed 1 GB.

[Back](#) [Save section as draft](#) [Review section](#)

Completing the Pre-Submission Consultation Form

11. The assigned QP can click on the “Details” section to fill in the details and upload required documents.

12. It is recommended for users to “save section as draft” to prevent data loss.

13. Once this section is finalised, click on “Review section”.

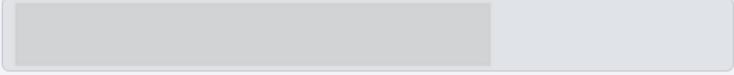
Payment and Fees

14. No fees are to be paid.

My projects > Project overview (AA0912-A0371-2025) > Submission workspace > View submission timeline

View submission timeline

Last updated on 3:34pm, 2 December 2025



Submission is submitted to regulatory agency
2 December 2025
Submission is submitted to the regulatory agency. A response will be issued if applicable.
[View submission](#)

Pre-submission consultation on agency specific requirements

Agency	Building & Construction Authority (BCA)
Submission status	Submitted
Processing officer	Details are not available yet

Submission created
2 December 2025

SUBMISSION
Pre-submission consultation on agency specific requirements

AGENCY
BCA (Building design)

SUBMISSION STAGE
New Submission

STATUS
[Submitted](#)

[What is submission status?](#)

E-SUBMISSION NO.
EX20251202-50001-BC01R00

[View all members](#)

Actions

[View responses](#)
[View submission activity](#)
[Withdraw submission](#)

After Submission

15. Upon successful submission, the status will be reflected as “Submitted”.

My projects > Project overview (AA0912-A0371-2025) > Submission workspace > View submission timeline

View submission timeline

Last updated on 3:34pm, 2 December 2025

Response issued
2 December 2025
Response issued by agency
[View submission](#)

Pre-submission consultation on agency specific requirements	
Agency	Building & Construction Authority (BCA)
Submission status	Response issued
Response issued	View responses

Submission is submitted to regulatory agency
2 December 2025
 EX20251202-50001-BC01R00

Submission created
2 December 2025

SUBMISSION
Pre-submission consultation on agency specific requirements

AGENCY
BCA (Building design)

SUBMISSION STAGE
New Submission

STATUS
Response issued

[What is submission status?](#)

E-SUBMISSION NO.
EX20251202-50001-BC01R00

[View all members](#)

Actions

View responses

[View submission activity](#)

After Issuance of Agency Response

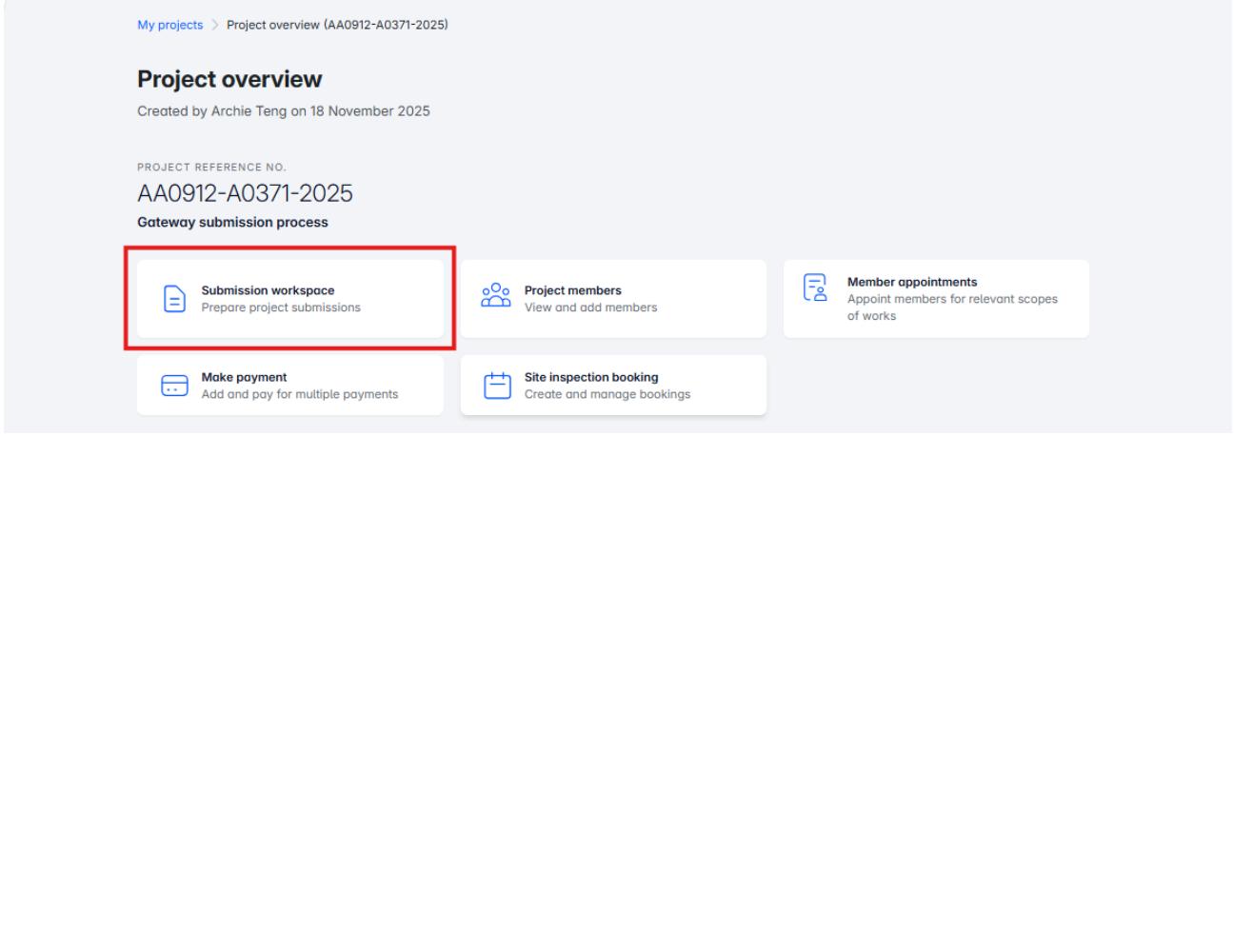
16. You will be notified via email when a response has been issued.

17. The submission status will now be reflected as “Response issued”.

18. You may download the agency responses by clicking on “View Responses”.

11. Submitting for Demolition

11.1 Creating a Submission

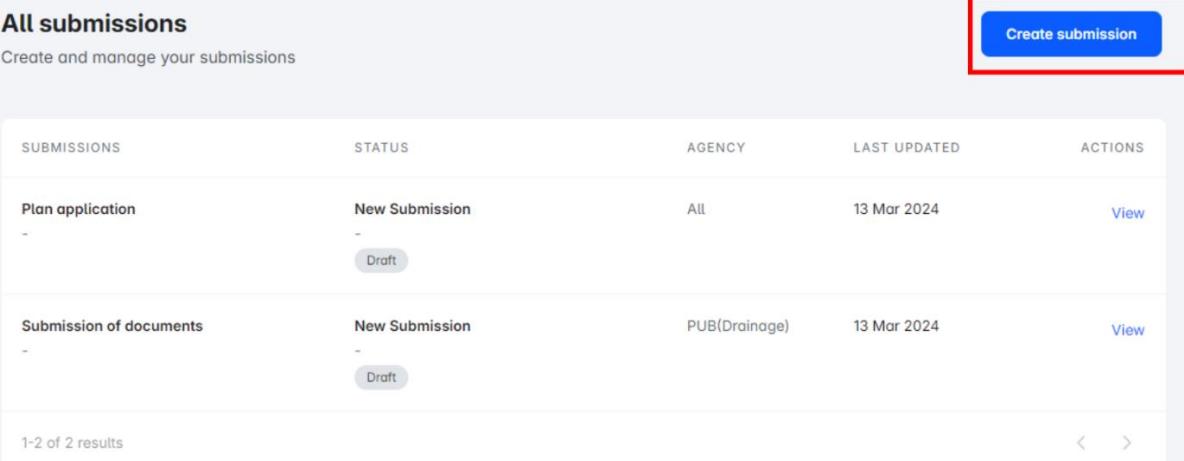


The screenshot shows the 'Project overview' page for project AA0912-A0371-2025. The 'Submission workspace' button is highlighted with a red box. The page includes sections for 'Project overview', 'Gateway submission process', and buttons for 'Project members', 'Member appointments', 'Make payment', and 'Site inspection booking'.

1. An application for full demolition can be made before main application for new proposed works.

This is to support projects that plan to commence demolition works prior to firming up the inputs and details for the proposed new works. This submission will be routed to BCA and URA for joint processing. Demolition application fees will apply for both agencies.

2. This application can also be made after the main application has been approved. If a valid URA clearance has already been obtained through the main application (Design Gateway/ Direct Submission Process), application to URA in this “Demolition application” is not

	<p>required again. URA need not be selected under the list of applicable agencies under this submission (see item 10).</p> <p>3. Go to the “Project Overview” page.</p> <p>4. Click on “Submission Workspace”.</p>															
<p>All submissions</p> <p>Create and manage your submissions</p>  <p>The screenshot shows a table with columns: SUBMISSIONS, STATUS, AGENCY, LAST UPDATED, and ACTIONS. There are two rows of data. The first row is for a 'Plan application' with a status of 'New Submission', agency 'All', and last updated on '13 Mar 2024'. The second row is for a 'Submission of documents' with a status of 'New Submission', agency 'PUB(Drainage)', and last updated on '13 Mar 2024'. Both rows have a 'View' link in the ACTIONS column. At the bottom of the table, it says '1-2 of 2 results'. A red box highlights the 'Create submission' button at the top right of the page.</p> <table border="1"><thead><tr><th>SUBMISSIONS</th><th>STATUS</th><th>AGENCY</th><th>LAST UPDATED</th><th>ACTIONS</th></tr></thead><tbody><tr><td>Plan application</td><td>New Submission - Draft</td><td>All</td><td>13 Mar 2024</td><td>View</td></tr><tr><td>Submission of documents</td><td>New Submission - Draft</td><td>PUB(Drainage)</td><td>13 Mar 2024</td><td>View</td></tr></tbody></table>	SUBMISSIONS	STATUS	AGENCY	LAST UPDATED	ACTIONS	Plan application	New Submission - Draft	All	13 Mar 2024	View	Submission of documents	New Submission - Draft	PUB(Drainage)	13 Mar 2024	View	<p>5. Click on “Create submission”.</p>
SUBMISSIONS	STATUS	AGENCY	LAST UPDATED	ACTIONS												
Plan application	New Submission - Draft	All	13 Mar 2024	View												
Submission of documents	New Submission - Draft	PUB(Drainage)	13 Mar 2024	View												

Select submission <p>Only applicable submissions will be made available for selection</p> <p>Submission category</p> <p>Plan application (Gateways/Direct Submission/Full demolition)</p> <p>Submission</p> <p>Full demolition application</p> <p>Plan application (Design gateway)</p> <p>Plan application (Piling gateway)</p> <p>Plan application (Construction gateway)</p> <p>Plan application (External works)</p> <p>Full demolition application</p>	<p>6. Select “Plan application”.</p> <p>7. Under Submission, select “Full demolition application”.</p> <p>8. Click “Next”.</p>
--	--

[Cancel](#)[Next](#)

Create submission

Please read the below instructions before proceeding.

Submission details

Submission

Full demolition application

Instructions

This is an application for the demolition of an entire building. For partial demolition, please apply though plan application as part of your proposed new works.

This submission requires the appointed project parties to jointly prepare and submit the application to all regulatory agencies in a single submission.

To ensure smooth application, please ensure all relevant QPs have been appointed by the developer/builder (where applicable) as only appointed project parties may edit the relevant section(s). As the overall coordinator for this submission, the submission coordinator will need to ensure that the joint submission is ready before the system prompts the respective QPs for their declaration(s).

Please take note that the submission will only be considered accepted after payment is made.

In the next few pages, you will:

1. Select sections required for approval
2. Review summary and create submission

Cancel

Next

9. Review the information and click “Next”.

<p>1 Select sections required for approval</p> <p>2 Review summary</p> <h2>Select sections required for approval</h2> <p>Determine the relevant agencies for approval of the proposed building works</p> <p><input checked="" type="checkbox"/> Planning parameters (URA) <input checked="" type="checkbox"/> Structural works (BCA)</p>	<p>10. Select sections required for approval – see item 2 for more information.</p>						
<p>1 Select sections required for approval</p> <p>2 Review summary</p> <h2>Review summary</h2> <p>Please review the sections and submission schemes before proceeding</p> <table border="1" data-bbox="294 917 1253 1130"><thead><tr><th colspan="2">Sections and submission schemes</th></tr></thead><tbody><tr><td>Planning parameters (URA)</td><td>Plan application</td></tr><tr><td>Structural works (BCA)</td><td>Plan application</td></tr></tbody></table>	Sections and submission schemes		Planning parameters (URA)	Plan application	Structural works (BCA)	Plan application	<p>11. Review information and click on “Create Submission”.</p>
Sections and submission schemes							
Planning parameters (URA)	Plan application						
Structural works (BCA)	Plan application						

My projects > Project overview (AA0912-A0392-2025) > Submission workspace > View submission timeline

View submission timeline

Last updated on 4:26pm, 1 January 2026

Submission created
1 January 2026
Assign appointed project parties to the respective sections and they can proceed to complete the submission form

Full demolition application

Submission stage	New Submission
Last saved	4:26pm, 1 January 2026
Edit	

SECTION	ASSIGNED PROJECT PARTY
Demolition information	Archie Teng Architect Submission coordinator
Planning parameters	i No assigned project party Please assign a project party to this section
Structural works	i No assigned project party Please assign a project party to this section

SUBMISSION
Full demolition application

SUBMISSION STAGE
New Submission

STATUS
Draft

What is submission status?

E-SUBMISSION NO.
-

[View all members](#)

Actions

[Assign project party](#)
[Edit sections and schemes](#)
[View responses](#)
[View submission activity](#)
[Delete submission](#)

12. Click “Edit” to fill in the application form.

Demolition information

Last saved on - **Draft**

PROJECT REFERENCE NO.
AA0912-A0392-2025

Note: The fields below contain parameters that link to fee computation. Please ensure your inputs are accurate and to the best of your knowledge.

Project details

Development type: **Healthcare** Building works: **New erection (including reco... 47/1000**

Project title: **New erection of healthcare institution (sample)**

SUBMISSION
Full demolition application

SUBMISSION STAGE
New Submission

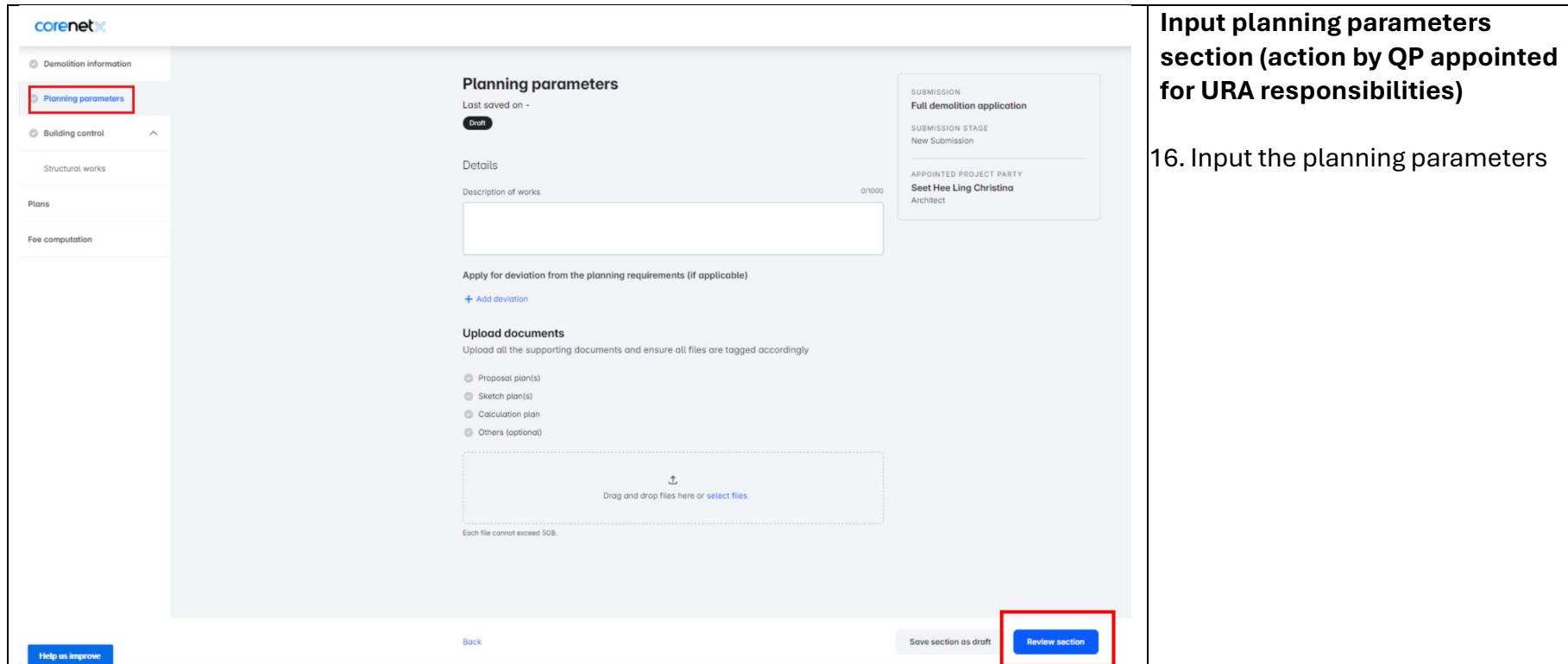
ASSIGNED PROJECT PARTY
Archie Teng
Architect
Submission coordinator

Documents
The combined file size of all documents in this submission cannot exceed 10 GB.
0.0 KB of 10 GB used
View files

Input Demolition Information (action by Project Coordinator / Assistant)

13. Click on the “Demolition Information” section and fill in the particulars. Ensure that these details are accurate as they would be used to generate the fees applicable to demolition (to both URA and BCA).

	<p>14. Add blocks to be demolished.</p> <p>15. If all inputs are in order, click on “Review section” to lock the inputs for review.</p>
--	---



Planning parameters

Last saved on - **Draft**

Details

Description of works 0/1000

Apply for deviation from the planning requirements (if applicable) [+ Add deviation](#)

Upload documents

Upload all the supporting documents and ensure all files are tagged accordingly

Proposal plan(s)
 Sketch plan(s)
 Calculation plan
 Others (optional)

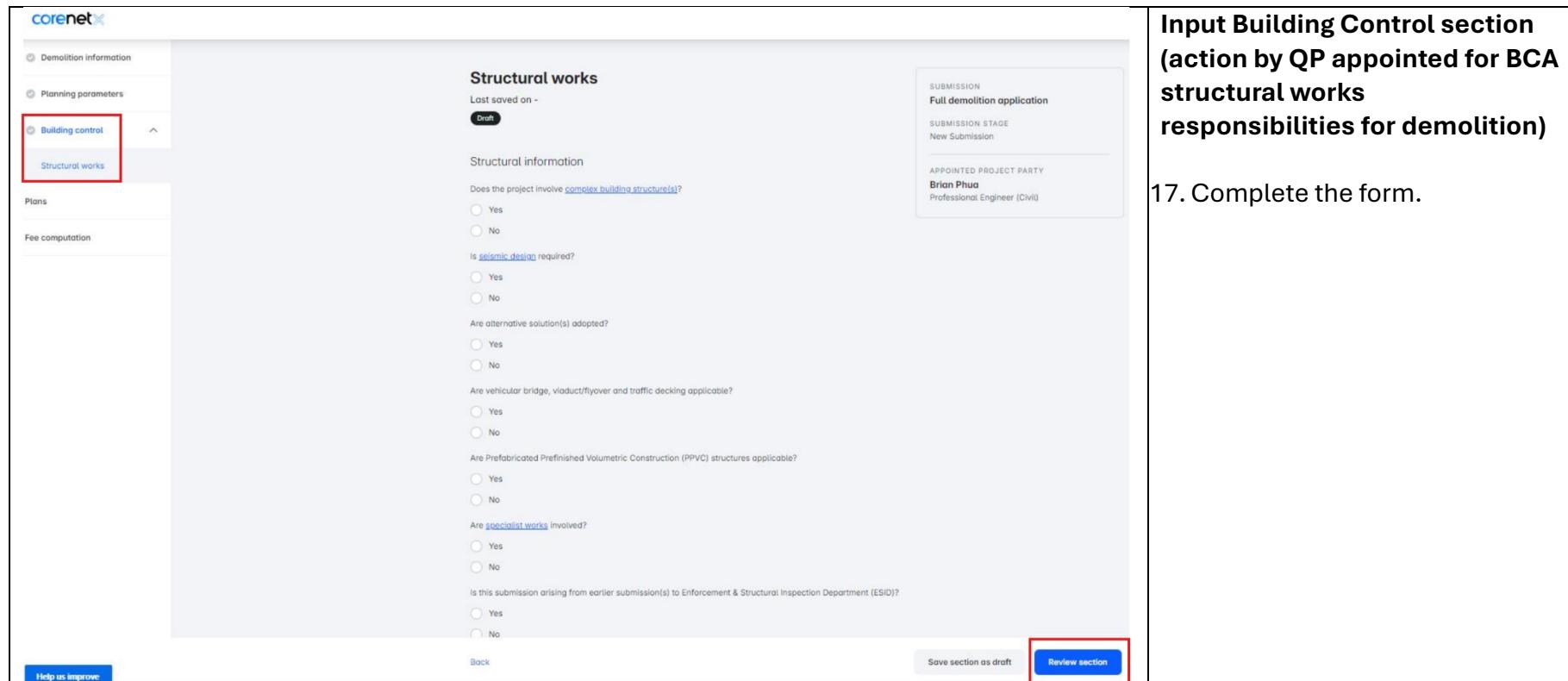
Drag and drop files here or [select files](#)

Each file cannot exceed 500B.

Back Save section as draft **Review section**

Input planning parameters section (action by QP appointed for URA responsibilities)

16. Input the planning parameters



Structural works

Last saved on - **Draft**

Structural information

Does the project involve [complex building structure\(s\)](#)?

Yes

No

Is [seismic design](#) required?

Yes

No

Are alternative solution(s) adopted?

Yes

No

Are vehicular bridge, viaduct/flyover and traffic decking applicable?

Yes

No

Are Prefabricated Prefinished Volumetric Construction (PPVC) structures applicable?

Yes

No

Are [specialist works](#) involved?

Yes

No

Is this submission arising from earlier submission(s) to Enforcement & Structural Inspection Department (ESID)?

Yes

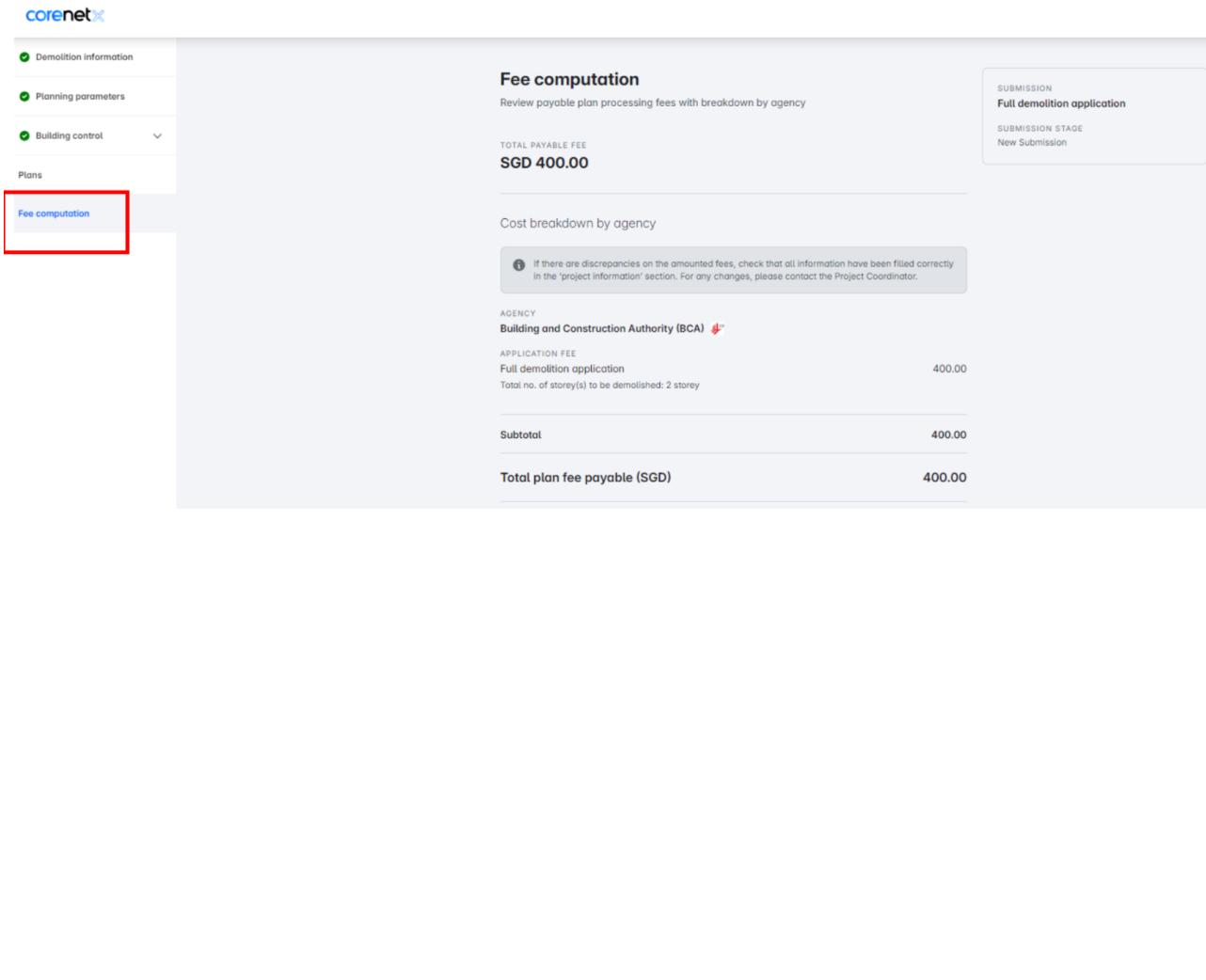
No

[Back](#) [Save section as draft](#) **Review section**

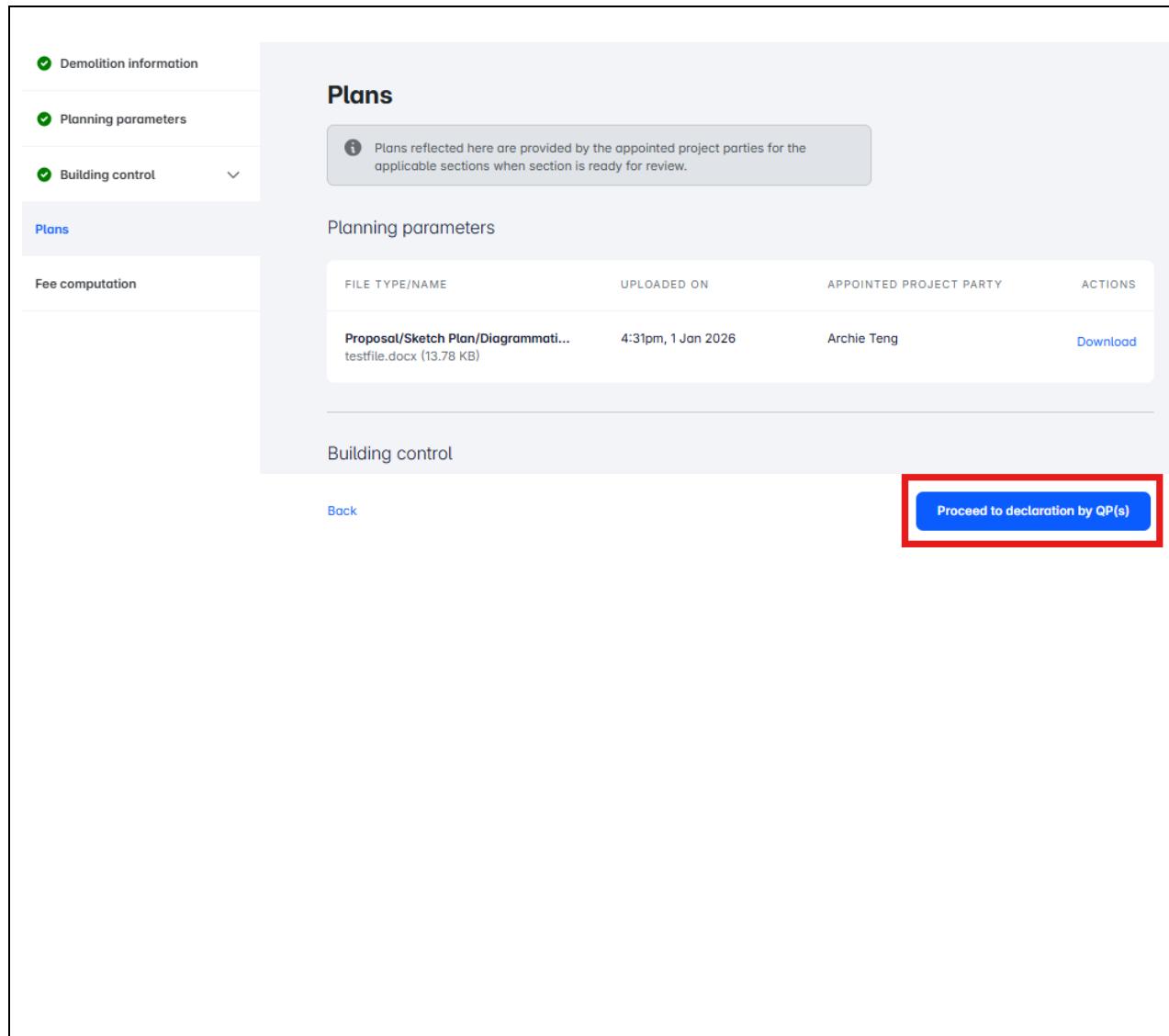
Input Building Control section (action by QP appointed for BCA structural works responsibilities for demolition)

17. Complete the form.

11.2 Review Computation of Fees

 A screenshot of the corenetX software interface showing the 'Fee computation' tab selected. The total payable fee is SGD 400.00. The cost breakdown by agency (BCA) shows an application fee of SGD 400.00 for a full demolition application. A note indicates that discrepancies in fees should be checked with the Project Coordinator. The submission status is 'New Submission'.	<p>Review Fees for Demolition Application</p> <ol style="list-style-type: none">1. Select the “Fee computation” tab. <p>Note: All project members including developers can view the expected plan fee payment. Please note that the fees will be updated as the QPs fill in the form in the various subsections. The final accurate fee will be displayed when all the related fields are filled in under the “ready to review” mode.</p> <ol style="list-style-type: none">2. When the submission has been declared and is in “pending payment” stage, the entry point for fees payable to each agency will be shown in the submission workspace. Payment is to be made to each individual agency separately.
--	--

11.3 Making Declarations



The screenshot shows the 'Making Declarations' section of the corenetX platform. On the left, a sidebar lists sections: 'Demolition information' (checked), 'Planning parameters' (checked), and 'Building control' (dropdown). The 'Building control' section is expanded, showing 'Plans' (selected), 'Fee computation' (disabled), and 'Building control' (disabled). The 'Plans' section contains a sub-section 'Planning parameters' with a table showing a single file: 'Proposal/Sketch Plan/Diagrammatic...' (testfile.docx, 13.78 KB), uploaded on 4:31pm, 1 Jan 2026, by Archie Teng, with a 'Download' link. Below this is a 'Building control' section with a 'Back' link and a blue button 'Proceed to declaration by QP(s)' highlighted with a red box.

Proceed to Declarations (action by Project Coordinator / Project Coordinator Assistant)

1. A green tick will appear beside completed sections.
2. After all sections in a form have been completed by all assigned QPs, the Project Coordinator is to trigger declaration for all QPs by clicking on “Proceed to declaration by QP(s)”.

Note: Project Coordinator / Assistant will receive notifications when a section is completed as well.

Note: While assigned project parties can prepare their respective sections concurrently, they are not allowed to declare for their respective sections until all inputs are completed. This is to ensure that all parties are declaring on the same set of finalised inputs for proper accountability.

My projects > Project overview (AA0912-A0392-2025) > Submission workspace > View submission timeline

View submission timeline

Last updated on 4:33pm, 1 January 2026

Pending declaration by appointed project party(s)
1 January 2026

Submission details are reviewed and locked. Declaration forms are sent to all appointed project party(s). All declaration(s) must be in place before submission can be paid.

Full demolition application		
Submission stage	New Submission	
Reviewed on	4:33pm, 1 January 2026	
Revert submission to draft		View

DECLARATION	APPOINTED PARTY	STATUS	⋮
Planning parameters Planning Act	Archie Teng Architect	Pending	⋮
Structural works Building Control Act	Eugene Chia Professional Engineer (Civil)	Pending	⋮

Submission created
1 January 2026

SUBMISSION
Full demolition application

SUBMISSION STAGE
New Submission

STATUS
Pending declaration

[What is submission status?](#)

E-SUBMISSION NO.
-

[View all members](#)

Actions

[Assign project party](#)
[Edit sections and schemes](#)
[View responses](#)
[View submission activity](#)
[Delete submission](#)

- The status of the submission in the “Submission Workspace” will be updated to “Pending declaration”.
- An email will be sent to all Qualified Persons to inform them to make their declarations (see step 6).
- Project Coordinators / Assistants can track the declarations by viewing the status of the individual sections.

Note: If revisions are needed, the project coordinator can click on the “Revert submission to draft” button to return the submission to draft status for necessary edits.

Demolition information

Planning parameters

Building control

Plans

Fee computation

Planning parameters

Last saved on 4:31pm, 1 January 2026 by Archie Teng

Pending declaration

Submission is now pending declaration by the appointed project party. For any edits, please contact the submission coordinator to revert submission to draft.

Details

Description of works test

Apply for deviation from the planning requirements (if applicable)

No item(s) added

Back

Revert to draft

Declare for submission

Submission
Full demolition application

Submission Stage
New Submission

Assigned Project Party
Archie Teng
Architect
Submission coordinator

Submission Scheme
-

Documents

Submit Declarations (by assigned Project Parties)

6. As the assigned project party, review all information and proceed by clicking on “Declare for submission”.

	<p>Declaration under Planning Act</p> <p>I declare that:</p> <p class="list-item-l1">✓ The information contained in the forms, documents, drawings and plans which are submitted for this application are true and correct in all material particulars</p> <p class="list-item-l1">✓ The plans do not deviate from the plans submitted to the rest of the regulatory agencies in the joint submission</p> <p class="list-item-l1">✓ Landowner's consent has been obtained</p> <p>I declare that:</p> <p class="list-item-l1">✓ I am the qualified person appointed to make the application for planning permission or conservation permission for the Proposal (as set out in the Proposal Details section of this submission) under section 13 of the Planning Act (Cap. 232) ("the Act");</p> <p class="list-item-l1">✓ I have prepared the plans of the development; and/or works within conservation area submitted with this application for planning permission or conservation permission in accordance with the duties of a qualified person under section 24A(1) of the Act;</p> <p class="list-item-l1">✓ I have taken all reasonable steps and exercised due diligence to ensure that the plans were prepared in accordance with:</p> <ul style="list-style-type: none">• the provisions of the Act;• where applicable, any conditions and requirements imposed by the Competent Authority in any outline permission or provisional permission for the development or works, or existing written permission, granted in respect of the land;• all relevant guidelines of the Competent Authority; and• all other requirements, if any, specified by the Competent Authority in respect of this application. <p>Except for the deviation(s) which I have sought for waiver(s) for this submission as set out in the preceding section on Planning Parameters; and the deviation(s) which I have already obtained the approval in writing of the Competent Authority prior to this submission.</p> <p>I acknowledge that the information (including details on the applicant's name and address) will be used in official correspondence, including decision notices (e.g. Written Permissions) issued by the Competent Authority. Where amendments to details contained in the decision notices are required due to wrong information provided in the application, I accept that such changes cannot be made unless a formal amendment application (with payment of the required fees) is submitted to and duly processed by the Competent Authority.</p> <hr/> <p>Declaration By</p> <table border="1" data-bbox="669 886 1147 1017"><tbody><tr><td>Name</td><td>Archie Tong</td></tr><tr><td>Role</td><td>Architect</td></tr><tr><td>Firm name</td><td>MOCK FIRM 430P</td></tr><tr><td>UEN</td><td>S85ER7430P</td></tr></tbody></table> <p>DATE 1 January 2026</p> <p style="text-align: right;"><input type="button" value="Cancel"/> <input style="border: 2px solid red; background-color: blue; color: white; padding: 5px 10px; border-radius: 5px; margin-right: 10px;" type="button" value="Declare and Submit"/></p>	Name	Archie Tong	Role	Architect	Firm name	MOCK FIRM 430P	UEN	S85ER7430P	<p>7. The QP will be brought to the declaration page. Click on "Declare and Submit".</p>
Name	Archie Tong									
Role	Architect									
Firm name	MOCK FIRM 430P									
UEN	S85ER7430P									

My projects > Project overview (AA0912-A0392-2025) > Submission workspace

Submission workspace

Joint space for project members to manage and prepare project submissions

Gateway submission process
Guided process to obtain the required agency clearances for your project

- Design gateway**
Start your submission process with a plan application (Design gateway) for plans approval
- Piling gateway (optional)**
- Construction gateway**
- Completion**

All submissions

Create and manage your submissions

Create submission

Search by submission or ES no. Type in keywords e.g. plan application or ES20231212-12345-DG01R00

Filter

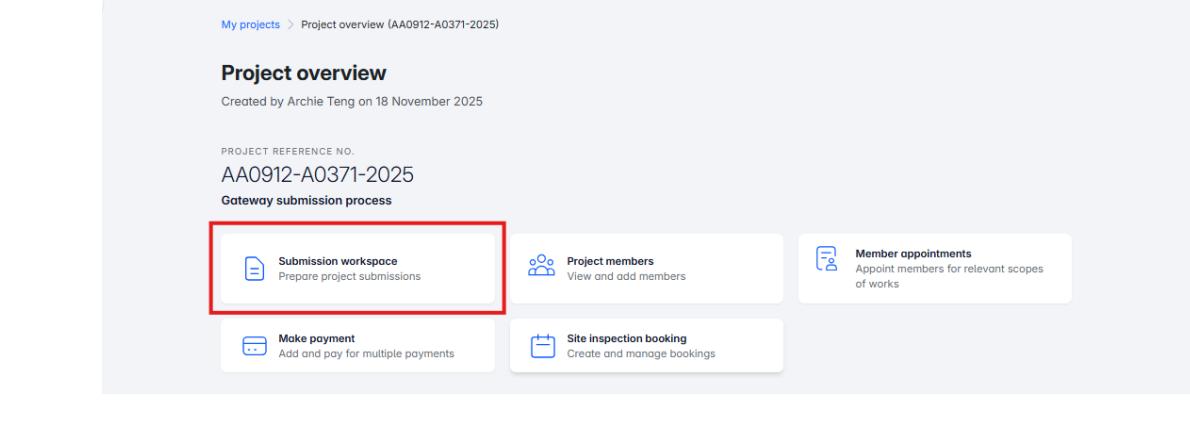
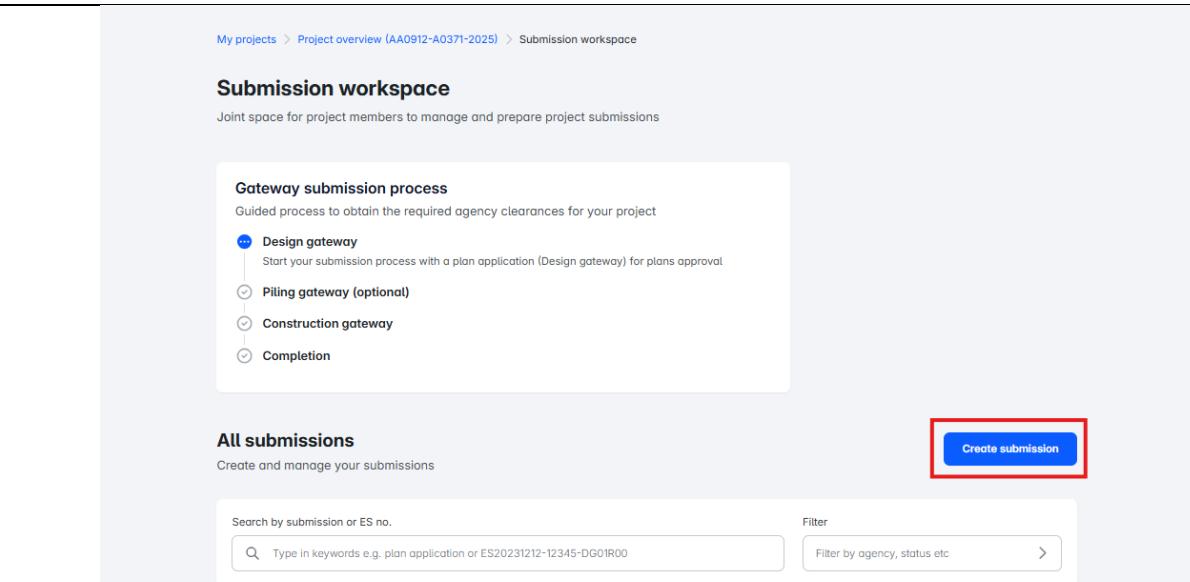
SUBMISSION	STATUS	AGENCY	LAST UPDATED	ACTIONS
Full demolition application	New Submission EX20260101-50001-JS01R00 Pending payment	All	1 Jan 2026	View

8. After all QPs have made their declarations, the submission status will be updated to “Pending Payment”.

9. Proceed to make payment by following the steps in [Section 13](#).

12. Submitting for Design Gateway / Piling Gateway / Construction Gateway / Direct Submission Process

12.1 Creating a Submission

	<ol style="list-style-type: none"> 1. Go to the “Project Overview” page. 2. Click on “Submission Workspace” to initiate a submission.
	<ol style="list-style-type: none"> 3. The submission workspace dashboard reflects the stage your project is at. <p>Note: In this example, we are at the Design Gateway (DG)</p> <ol style="list-style-type: none"> 4. Click on “Create Submission”. <p>Note: If no submissions have been made, any member can proceed to create one.</p>

If your project is going through the **Gateway Process**, these are the options you will see:

Select submission

Only applicable submissions will be made available for selection

Submission category

Plan application (Gateways/Direct Submission/Full demolition)

Submission

Plan application (Design gateway)

Plan application (Design gateway)

Plan application (Piling gateway)

Plan application (Construction gateway)

Plan application (External works)

Full demolition application

Cancel Next

5. Select “Plan application”.
6. Select the correct submission type.

Note: The project member creating this submission will be assigned the role of Submission Coordinator for this submission.

7. Click “Next”.

If your project is going through the **Direct Submission Process**, these are the options you will see:

Select submission

Only applicable submissions will be made available for selection

Submission category

Plan application (Gateways/Direct Submission/Full demolition)

Submission

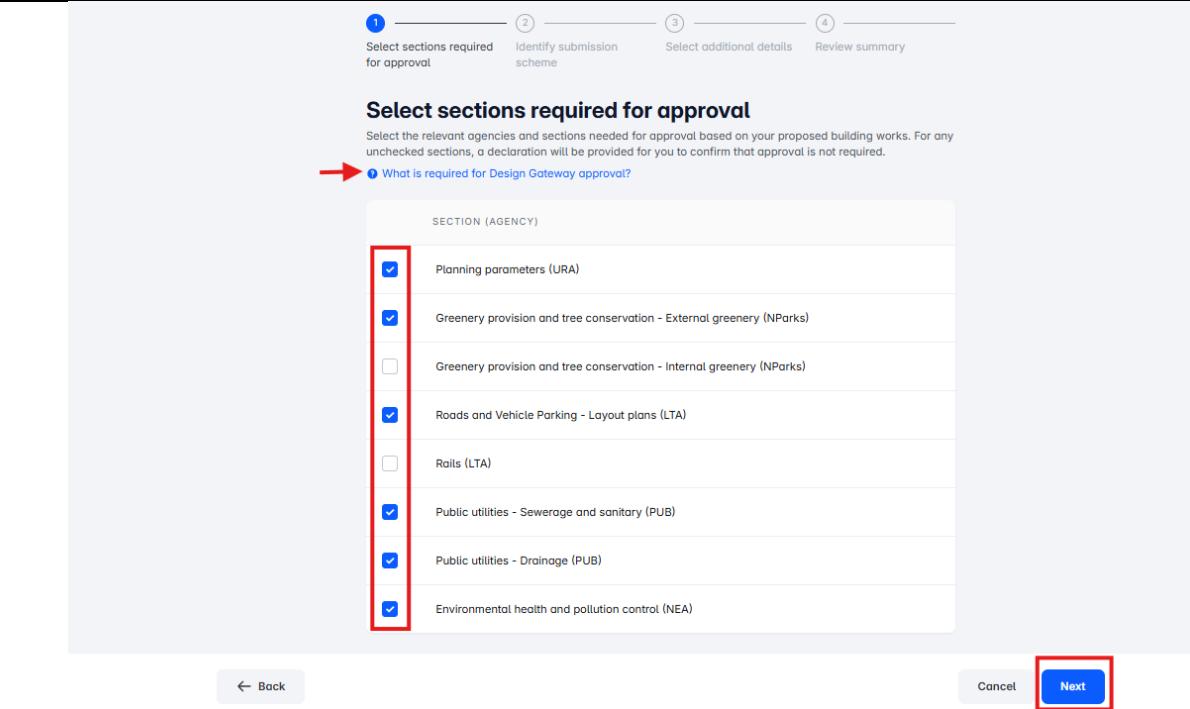
Please select

Plan application (Direct Submission Process)

Plan application (External works)

Full demolition application

<p>Create submission</p> <p>Please read the below instructions before proceeding</p> <p>Submission details</p> <p>Submission Plan application (Design gateway)</p> <p>Instructions</p> <p>This submission requires the appointed project parties to jointly prepare and submit the application to all regulatory agencies in a single submission.</p> <p>To ensure smooth application, please ensure all relevant QPs have been appointed by the developer/builder (where applicable) as only appointed project parties may edit the relevant section(s). As the overall coordinator for this submission, the Project Coordinator will need to ensure that the joint submission is ready before the system prompts the respective QPs for their declaration(s).</p> <p>Please take note that the submission will only be considered accepted after payment is made.</p> <p>← Back Cancel Next</p>	<p>8. Review submission details and click “Next”.</p> <p>Note: There will be a Submission Coordinator assigned for joint submissions (involving more than 1 project member).</p> <p>Refer to Section 1.3 for the responsibilities of the Submission Coordinator.</p>
---	---

		Select sections for approval									
<p>1 Select sections required for approval 2 Identify submission scheme 3 Select additional details 4 Review summary</p> <p>Select sections required for approval</p> <p>Select the relevant agencies and sections needed for approval based on your proposed building works. For any unchecked sections, a declaration will be provided for you to confirm that approval is not required.</p> <p>→ What is required for Design Gateway approval?</p> <table border="1"><thead><tr><th>SECTION (AGENCY)</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/> Planning parameters (URA)</td></tr><tr><td><input checked="" type="checkbox"/> Greenery provision and tree conservation - External greenery (NParks)</td></tr><tr><td><input type="checkbox"/> Greenery provision and tree conservation - Internal greenery (NParks)</td></tr><tr><td><input checked="" type="checkbox"/> Roads and Vehicle Parking - Layout plans (LTA)</td></tr><tr><td><input type="checkbox"/> Rails (LTA)</td></tr><tr><td><input checked="" type="checkbox"/> Public utilities - Sewerage and sanitary (PUB)</td></tr><tr><td><input checked="" type="checkbox"/> Public utilities - Drainage (PUB)</td></tr><tr><td><input checked="" type="checkbox"/> Environmental health and pollution control (NEA)</td></tr></tbody></table> <p>← Back Cancel Next</p>		SECTION (AGENCY)	<input checked="" type="checkbox"/> Planning parameters (URA)	<input checked="" type="checkbox"/> Greenery provision and tree conservation - External greenery (NParks)	<input type="checkbox"/> Greenery provision and tree conservation - Internal greenery (NParks)	<input checked="" type="checkbox"/> Roads and Vehicle Parking - Layout plans (LTA)	<input type="checkbox"/> Rails (LTA)	<input checked="" type="checkbox"/> Public utilities - Sewerage and sanitary (PUB)	<input checked="" type="checkbox"/> Public utilities - Drainage (PUB)	<input checked="" type="checkbox"/> Environmental health and pollution control (NEA)	<p>Select sections for approval</p> <p>9. Select the applicable sections required for approval by clicking on the check boxes.</p> <p>10. You may return to this page under “Edit Sections and Schemes” later as you are filling up the form, but any changes made in the selection affecting the agency will refresh the affected subsection and may require the form fields to be input again.</p> <p>Note: Submissions to all agencies may not be required depending on the extent of works in the proposal, or due to prescribed exemptions.</p>
SECTION (AGENCY)											
<input checked="" type="checkbox"/> Planning parameters (URA)											
<input checked="" type="checkbox"/> Greenery provision and tree conservation - External greenery (NParks)											
<input type="checkbox"/> Greenery provision and tree conservation - Internal greenery (NParks)											
<input checked="" type="checkbox"/> Roads and Vehicle Parking - Layout plans (LTA)											
<input type="checkbox"/> Rails (LTA)											
<input checked="" type="checkbox"/> Public utilities - Sewerage and sanitary (PUB)											
<input checked="" type="checkbox"/> Public utilities - Drainage (PUB)											
<input checked="" type="checkbox"/> Environmental health and pollution control (NEA)											

	<p>Tip: If you are not sure which sections are required for regulatory approval, click on “What is required for Design Gateway approval” for agency specific details. Alternatively, submit a pre-submission consultation to the agency for further clarification.</p> <p>11. Click “Next” to proceed.</p>
--	---

1
2
3
4

Select sections required for approval Identify submission scheme Select additional details Review summary

Identify submission scheme

Complete the following questions to identify the submission scheme for required sections. Upon answering, the applicable submission scheme will be indicated under each agencies' section for your review. To remove or add sections, select 'back' to return to the previous page.

[What are submission schemes?](#)

Planning parameters (URA)

Submission scheme at Design Gateway

Plan application

Does your development proposal qualify for one of the [lodgement schemes](#)?

Yes
 No

Greenery provision and tree conservation (NParks)

Submission scheme at Design Gateway

Plan application

NParks only supports plan application scheme

Roads (LTA)

Submission scheme at Design Gateway

Plan application

Is the development type landed residential or farm development?

Yes
 No

Is the development affected by the road reserve line?

Yes
 No

Are there any external works within road reserve (excluding access widening)?

Yes
 No

Are there non-compliances in meeting the [recommended](#) clear width of access and turning kerb radius?

Yes
 No

Rails (LTA)

In the previous step, you marked this section as not required for approval

Back
Cancel
Next

Identify Submission Scheme

12. At this page, provide inputs to the list of questions.

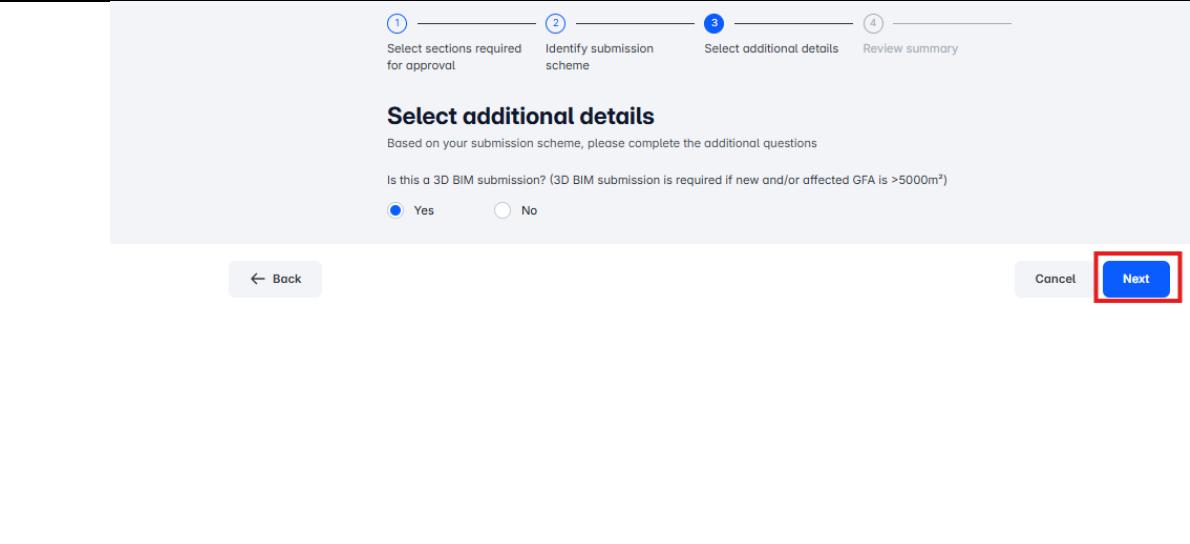
13. Based on your inputs, the applicable submission schemes will be selected for your project. For example, having selected URA earlier, you may be eligible for a lodgement scheme.

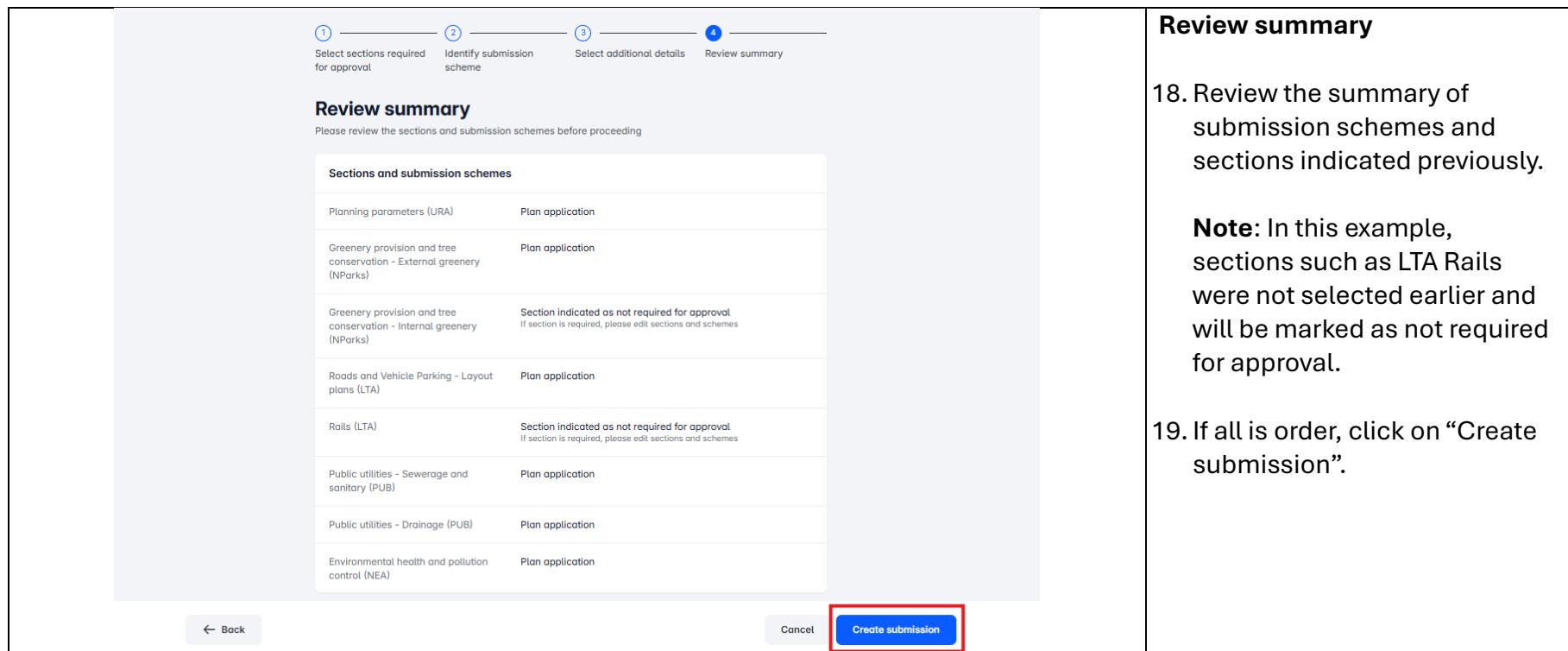
Note: Two types of submission schemes exist: 'Plan Application' and 'Lodgement/Self-Declaration/Simplified Submission'.

14. Click "Next" to proceed.

Tip: All indicated information can still be edited.

98

 <p>① Select sections required for approval ② Identify submission scheme ③ Select additional details ④ Review summary</p> <p>Select additional details</p> <p>Based on your submission scheme, please complete the additional questions</p> <p>Is this a 3D BIM submission? (3D BIM submission is required if new and/or affected GFA is >5000m²)</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>← Back Cancel Next</p>	<p>Select additional details</p> <p>15. Proceed to select additional details.</p> <p>16. If 3D BIM submission applies to your project, select 'Yes'. A coordinated BIM (IFC+SG) will be mandatory for submission. This will apply to projects with a total GFA >5000m².</p> <p>17. Click "Next" to proceed.</p>
--	--



① Select sections required for approval ② Identify submission scheme ③ Select additional details ④ Review summary

Review summary

Please review the sections and submission schemes before proceeding

Sections and submission schemes	
Planning parameters (URA)	Plan application
Greenery provision and tree conservation - External greenery (NParks)	Plan application
Greenery provision and tree conservation - Internal greenery (NParks)	Section indicated as not required for approval If section is required, please edit sections and schemes
Roads and Vehicle Parking - Layout plans (LTA)	Plan application
Rails (LTA)	Section indicated as not required for approval If section is required, please edit sections and schemes
Public utilities - Sewerage and sanitary (PUB)	Plan application
Public utilities - Drainage (PUB)	Plan application
Environmental health and pollution control (NEA)	Plan application

← Back Cancel **Create submission**

Review summary

18. Review the summary of submission schemes and sections indicated previously.

Note: In this example, sections such as LTA Rails were not selected earlier and will be marked as not required for approval.

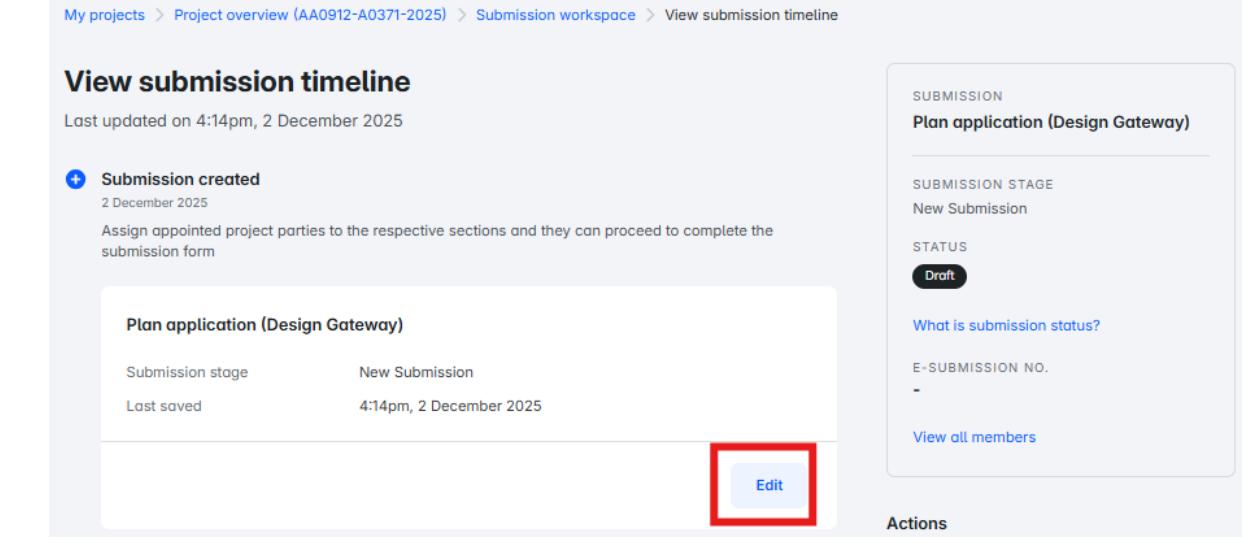
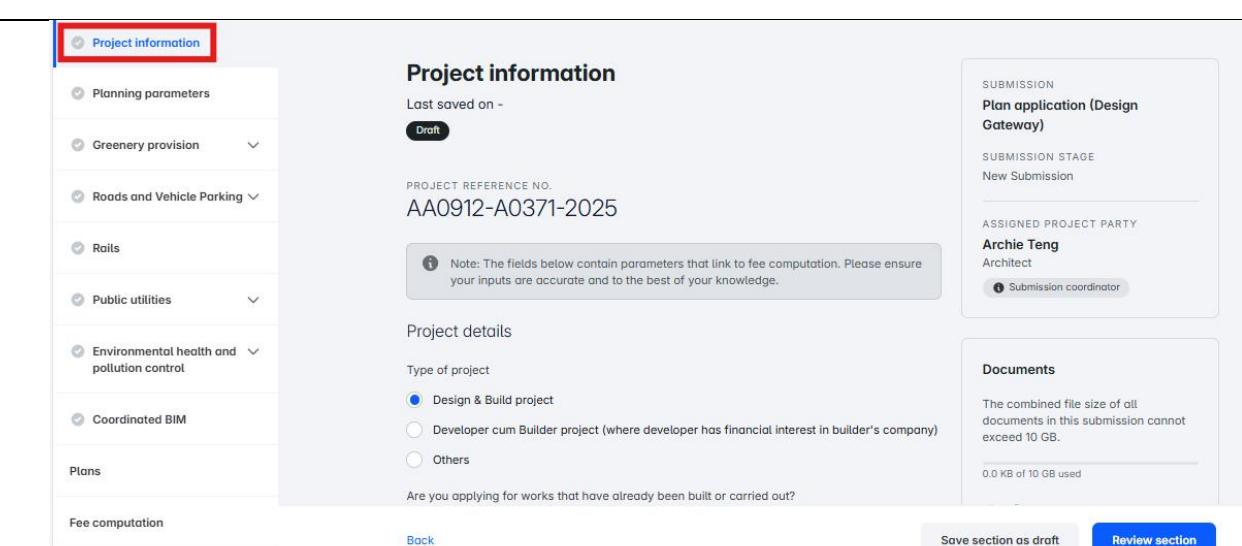
19. If all is order, click on “Create submission”.

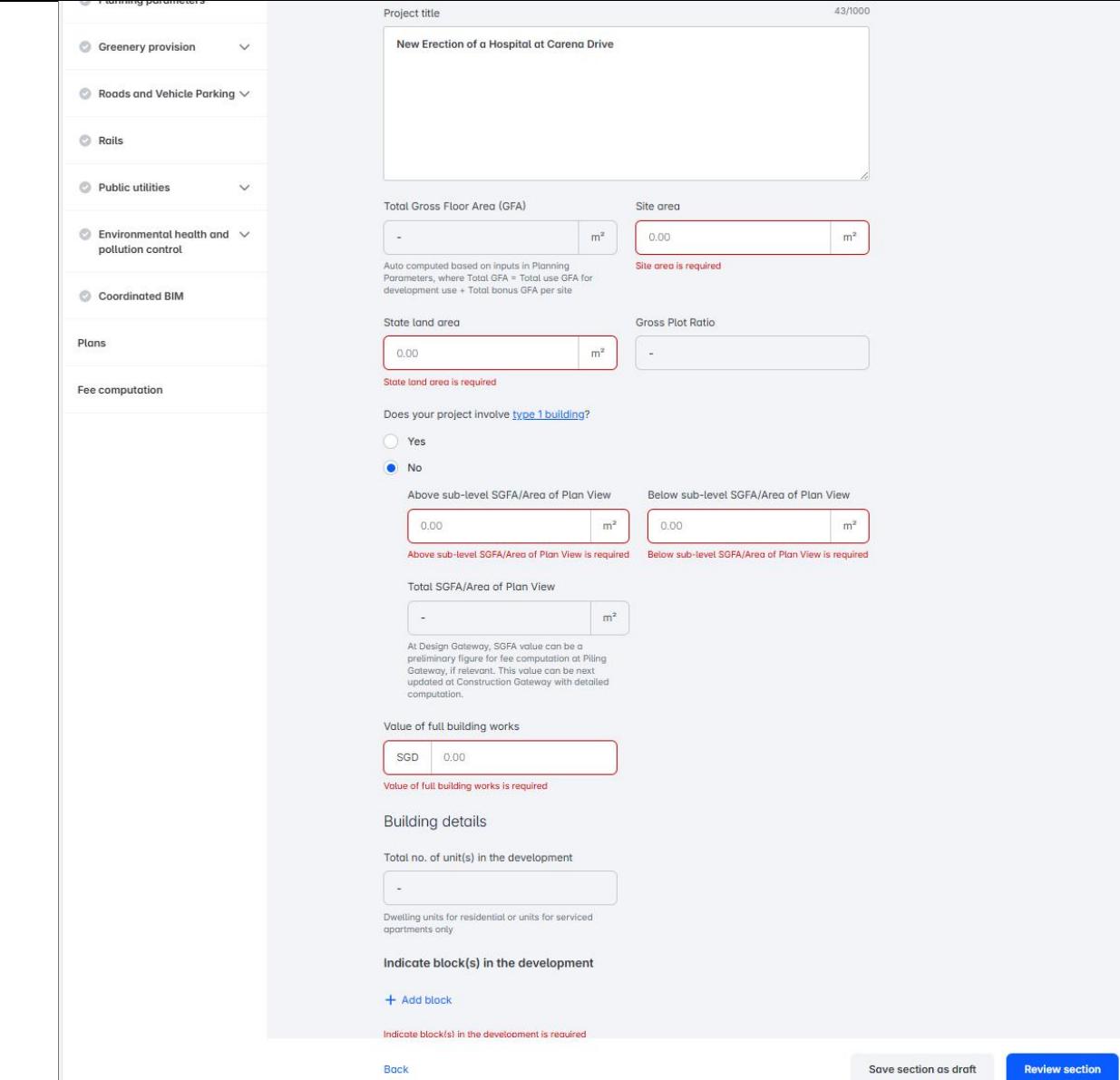
20. The Design Gateway
submission has been created. Its initial status will be reflected as “Draft”.

21. To modify the sections requiring regulatory approval and edit submission schemes, you may click on “Edit sections and schemes”.

22. You may scroll down to view the assigned project parties for each section. **The submission coordinator / assistant is responsible for assigning the project parties (refer to [Section 12.3](#) for the steps).**

12.2 Adding Project Information

	<p>Going to the Project Information Section (action by Submission Coordinator / Submission Coordinator Assistant)</p> <ol style="list-style-type: none"> 1. Select the submission in the “Submission workspace”. 2. When you have arrived at the “View submission timeline” page, click on “Edit”.
	<ol style="list-style-type: none"> 3. The Submission Coordinator / Submission Coordinator Assistant is required to input the project details in the first section of the submission. 4. Project details to be provided include the project title, development type, site area, SGFA and building blocks information.



5. Total SGFA is crucial for fee computation.

6. If you are still not ready to confirm the details, you may click on “Save section as draft” to avoid data loss.

7. Once ready, click on “Review section”.

8. After clicking on “Review Section”, click on “Confirm”. This will change the data to a read-only view for project-wide access.

12.3 Assigning Project Parties

My projects > Project overview (AA0912-A0371-2025) > Submission workspace > View submission timeline

View submission timeline

Last updated on 4:08pm, 3 December 2025

Submission created
2 December 2025
Assign appointed project parties to the respective sections and they can proceed to complete the submission form

Plan application (Design Gateway)	
Submission stage	New Submission
Last saved	4:08pm, 3 December 2025

[Edit](#)

SECTION	ASSIGNED PROJECT PARTY
Project information	Archie Teng Architect <small>Submission coordinator</small>
Planning parameters	<small>No assigned project party</small> Please assign a project party to this section URA

SUBMISSION
Plan application (Design Gateway)

SUBMISSION STAGE
New Submission

STATUS
Draft

[What is submission status?](#)

E-SUBMISSION NO.
-

[View all members](#)

Actions

Assign project party (highlighted)

[Edit sections and schemes](#)

[View responses](#)

[View submission activity](#)

[Delete submission](#)

Assign Project Parties (action by Submission Coordinator / Submission Coordinator Assistant)

1. It is necessary to involve all relevant Qualified Persons (QPs) who are part of the project, ensuring they join for the preparation of the Design Gateway (DG).
2. Click on "Assign Project Party" to proceed with this task.

Note: Assigning a project party is an action restricted to the submission coordinator or their assistant.

Assign project party

Select a project party responsible for completing and declaring for each section

Information: Please note that the assigned project party will be responsible for the respective section of the joint submission. In the event of any changes, assigned project party will be notified of the change(s) made once the page is successfully saved.

SECTION	ASSIGNED PROJECT PARTY
Project information	Archie Teng - A0912 (Architect)
Planning parameters	Archie Teng - A0912 (Architect)
External greenery	Eugene Chia - E8431 (Professional Engineer (Civil))
Internal greenery	Eugene Chia - E8431 (Professional Engineer (Civil))

This section can only be prepared and submitted by the submission coordinator

Section not required for approval
If section is required, please edit sections and schemes

Buttons: Cancel, Assign

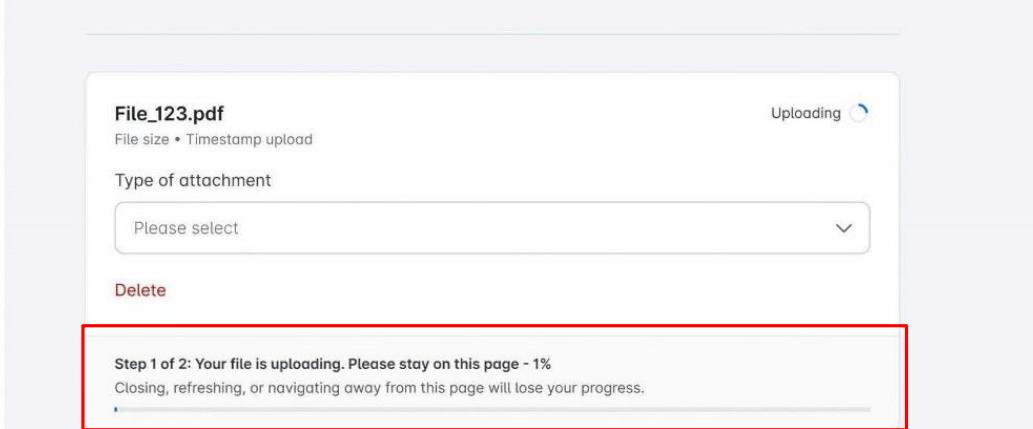
Notes: The 'Assign' button is highlighted with a red box.

List:

3. In the relevant section, the submission coordinator / assistant can see and appoint suitable parties.
4. If the desired name does not appear, please check that they have been appointed for the relevant responsibility. E.g. an Architect only appointed for NParks' internal greenery responsibility will not have their name appear on URA's planning parameters for selection.
5. After the parties have been assigned, click on "Assign".

12.4 Uploading Files

	<p>Uploading documents (action by assigned Project Parties)</p> <p>1. Under each section of the submission, the assigned Project Party may upload documents using the digital upload feature.</p> <p>Tip: Required documents will be listed here. Please check carefully if the documents labelled (if applicable) apply to your project. You may click on “What should be included in documents/plans” for more information.</p> <p>Note: Do not upload zip files. Ensure that drawings and plans required for approval are encrypted before uploading. The encryption of files remain status quo through Netrust application.</p>
--	--

 A screenshot of a file upload interface. At the top, it shows 'File_123.pdf' and 'Uploading' with a circular progress bar. Below that is a dropdown menu labeled 'Type of attachment' with 'Please select' as the current choice. Underneath is a 'Delete' link. At the bottom, a red box highlights a progress message: 'Step 1 of 2: Your file is uploading. Please stay on this page - 1%' and 'Closing, refreshing, or navigating away from this page will lose your progress.' A progress bar is shown below the message, with a small portion filled.	<ol style="list-style-type: none">2. Assigned project parties are to ensure that the file requirements are met before uploading the documents.<li data-bbox="1590 393 2003 504">Note: The entire submission package should not exceed 10GB.3. Allow some time for virus scanning during document upload.4. More time is required for the uploading of larger files. Users may navigate away while the file continues uploading.
--	---

	<p>5. After the file is uploaded, select respective file tag(s). A green tick will indicate that the document has been uploaded as required.</p> <p>Tip: You can select the file tag immediately while waiting for the file scan to be completed, after the file is uploaded.</p>
	<p>6. Uploaded files can be downloaded and deleted.</p>

Coordinated BIM

Last saved on - **Draft**

Upload coordinated BIM model(s)

If the BIM model file contains more than 1 discipline, please submit the BIM models separately or tag the predominant discipline

Architectural model

Civil and Structural model (if applicable)

Mechanical and Electrical model (if applicable)

Reference model (if applicable)

Others (optional)

Drag and drop files here or [select files](#)

Each file cannot exceed 1 GB. Supported file format(s): .ifc, .bcf, .bcfzip

SUBMISSION
Plan application (Design Gateway)

SUBMISSION STAGE
New Submission

Documents

The combined file size of all documents in this submission cannot exceed 10 GB.

14.0 KB of 10 GB used

[View files](#)

Plans

[Coordinated BIM](#)

[Back](#)

[Save section as draft](#)

[Review section](#)

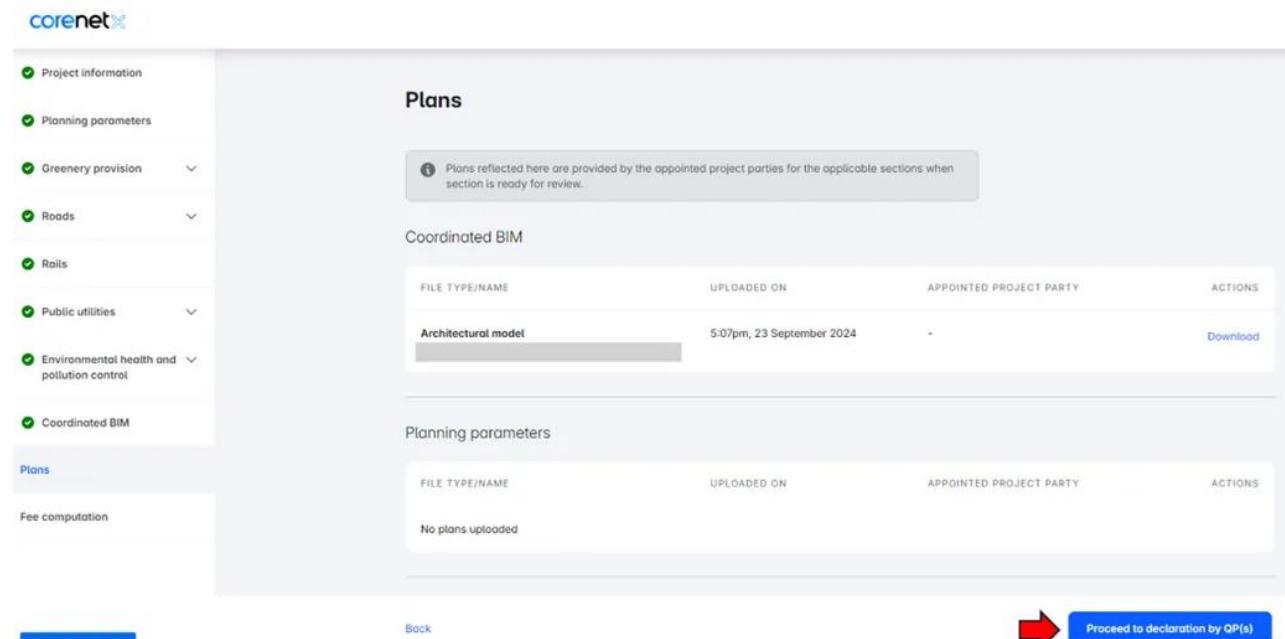
Uploading BIM Model (action by assigned Project Parties)

7. All assigned QPs can access the coordinated BIM submission.
8. Uploaded plans are displayed and can be downloaded.
9. More than 1 .ifc file for BIM models per discipline can be uploaded. Each model should not exceed 800MB. Files must be encrypted.

12.5 Review Computation of Fees

<p>Fee computation Review payable plan processing fees with breakdown by agency</p> <p>TOTAL PAYABLE FEE SGD 400.00</p> <p>Cost breakdown by agency</p> <p>AGENCY Building and Construction Authority (BCA)</p> <table border="1"><thead><tr><th>APPLICATION FEE</th><th></th></tr></thead><tbody><tr><td>Full demolition application</td><td>400.00</td></tr><tr><td>Total no. of storey(s) to be demolished: 2 storey</td><td></td></tr></tbody></table> <table border="1"><thead><tr><th>Subtotal</th><th></th></tr></thead><tbody><tr><td>400.00</td><td></td></tr></tbody></table> <table border="1"><thead><tr><th>Total plan fee payable (SGD)</th><th></th></tr></thead><tbody><tr><td>400.00</td><td></td></tr></tbody></table> <p>If there are discrepancies on the amounted fees, check that all information have been filled correctly in the 'project information' section. For any changes, please contact the Project Coordinator.</p>	APPLICATION FEE		Full demolition application	400.00	Total no. of storey(s) to be demolished: 2 storey		Subtotal		400.00		Total plan fee payable (SGD)		400.00		<p>Review Fees for Permit Application</p> <ol style="list-style-type: none">1. Select the “Fee computation” tab. <p>Note: All project members including developers can view the expected plan fee payment. Please note that the fees will be updated as the QPs fill in the form in the various subsections. The final accurate fee will be displayed when all sections have been filled in.</p> <ol style="list-style-type: none">2. Review the required fees and ensure that they are accurate before making payment. <p>Note: If you decide to cancel the submission, you can delete it provided no payment has been made (refer to Section 12.7). Payment is to be made to each individual agency separately.</p>
APPLICATION FEE															
Full demolition application	400.00														
Total no. of storey(s) to be demolished: 2 storey															
Subtotal															
400.00															
Total plan fee payable (SGD)															
400.00															

12.6 Making Declarations



The screenshot shows the 'Plans' section of the corenetX interface. On the left, a sidebar lists completed sections with green ticks: 'Project information', 'Planning parameters', 'Greenery provision', 'Roads', 'Rails', 'Public utilities', 'Environmental health and pollution control', and 'Coordinated BIM'. The 'Coordinated BIM' section is expanded, showing an uploaded 'Architectural model' file. Below this is the 'Planning parameters' section, which shows 'No plans uploaded'. At the bottom of the page is a 'Bock' button and a blue 'Proceed to declaration by QP(s)' button. A red arrow points to the declaration button.

Proceed to Declarations (action by Submission Coordinator / Submission Coordinator Assistant)

1. A green tick will appear beside completed sections.

Note: Submission Coordinator / Assistant will receive notifications when a section is completed as well.

2. After all sections in a form have been completed by all assigned QPs, the Submission Coordinator is to trigger declaration for all QPs by clicking on “Proceed to declaration by QP(s)”.

Note: While assigned project parties can prepare their respective sections concurrently, they are not allowed to declare for their respective sections until all inputs are completed.

View submission timeline

Last updated on 5:09pm, 23 September 2024

 Pending declaration by appointed project party(s)

23 September 2024

Submission details are reviewed and locked. Declaration forms are sent to all appointed project party(s). All declaration(s) must be in place before submission can be paid.

Plan application (Design Gateway)

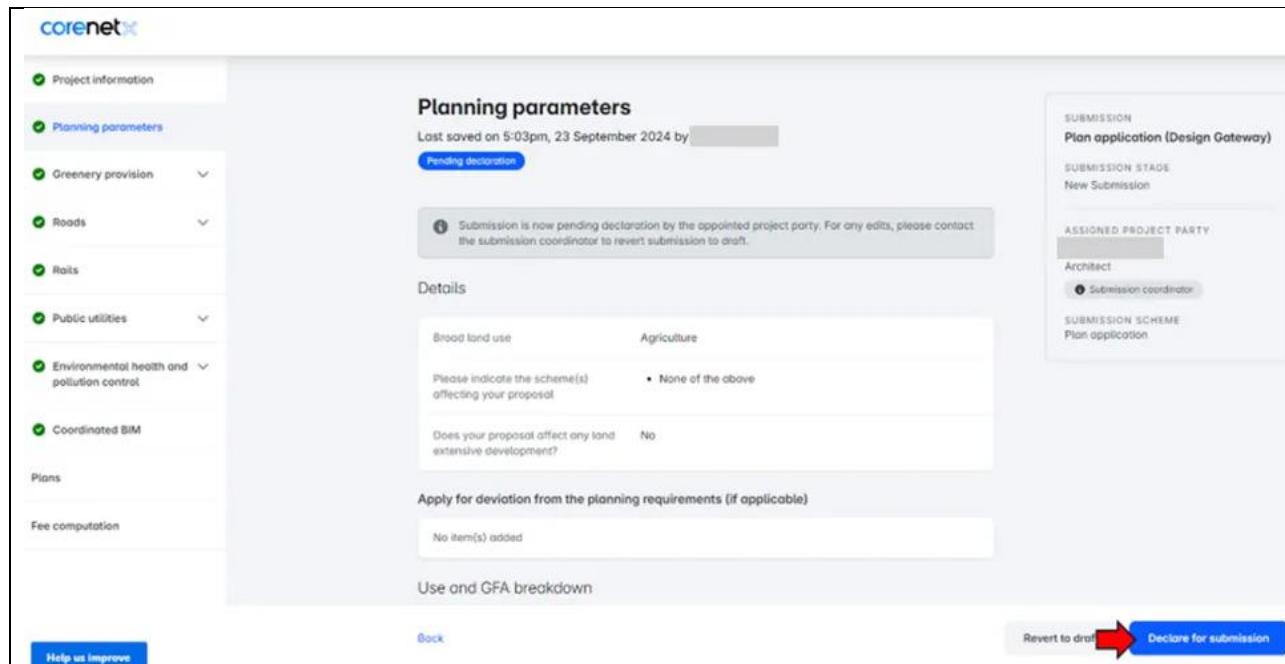
Submission stage	New Submission
Reviewed on	5:09pm, 23 September 2024

View

DECLARATION	APPOINTED PARTY	STATUS	
Planning parameters		Pending	 
Planning Act	Architect		 
External greenery		Pending	
Parks and Trees Act	Architect		

3. The status of the submission in the “Submission Workspace” will be updated to “Pending declaration”.
4. An email will be sent to all Qualified Persons to inform them to make their declarations.
5. Submission Coordinators / Assistants can track the declarations by viewing the status of the individual sections.

Note: If revisions are needed, the submission coordinator can click on the “Revert to Draft” button to return the submission to draft status for necessary edits.



The screenshot shows the corenetX planning parameters interface. On the left, a sidebar lists project components: Project information, Planning parameters, Greenery provision, Roads, Rails, Public utilities, Environmental health and pollution control, and Coordinated BIM. The 'Planning parameters' section is active. It displays 'Planning parameters' and a note that the last save was at 5:03pm, 23 September 2024 by 'Pending declaration'. A message indicates the submission is pending declaration by the appointed project party. The 'Details' section includes fields for Broad land use (Agriculture), a note about schemes (None of the above), and a question about proposal affecting extensive development (No). Below these are sections for applying for deviation from planning requirements (No item(s) added) and Use and GFA breakdown. At the bottom are 'Back', 'Revert to draft', and 'Declare for submission' buttons. A sidebar on the right shows submission details: Plan application (Design Gateway), New Submission stage, assigned project party (Architect, Submission coordinator), and Plan application scheme.

Submit Declarations (by assigned Project Parties)

6. As the assigned project party, review all information and proceed by clicking on “Declare and Submit”.
7. The submission status will be updated to “Pending Payment”.
8. Proceed to make payment by following the steps in [Section 13](#).

12.7 Deleting a Submission before Processing

My projects > Project overview (AA0912-A0371-2025) > Submission workspace > View submission timeline

View submission timeline

Last updated on 4:29pm, 3 December 2025

Submission created
2 December 2025
Assign appointed project parties to the respective sections and they can proceed to complete the submission form

Plan application (Design Gateway)	
Submission stage	New Submission
Last saved	4:29pm, 3 December 2025

[Edit](#)

SECTION	ASSIGNED PROJECT PARTY
Project information	Archie Teng Architect Submission coordinator
Planning parameters	Archie Teng Architect

SUBMISSION
Plan application (Design Gateway)

SUBMISSION STAGE
New Submission

STATUS
Draft

What is submission status?

E-SUBMISSION NO.
-

[View all members](#)

Actions

[Assign project party](#)
[Edit sections and schemes](#)
[View responses](#)
[View submission activity](#)
[Delete submission](#)

Delete Submission (action by Project Coordinator / Project Coordinator Assistant)

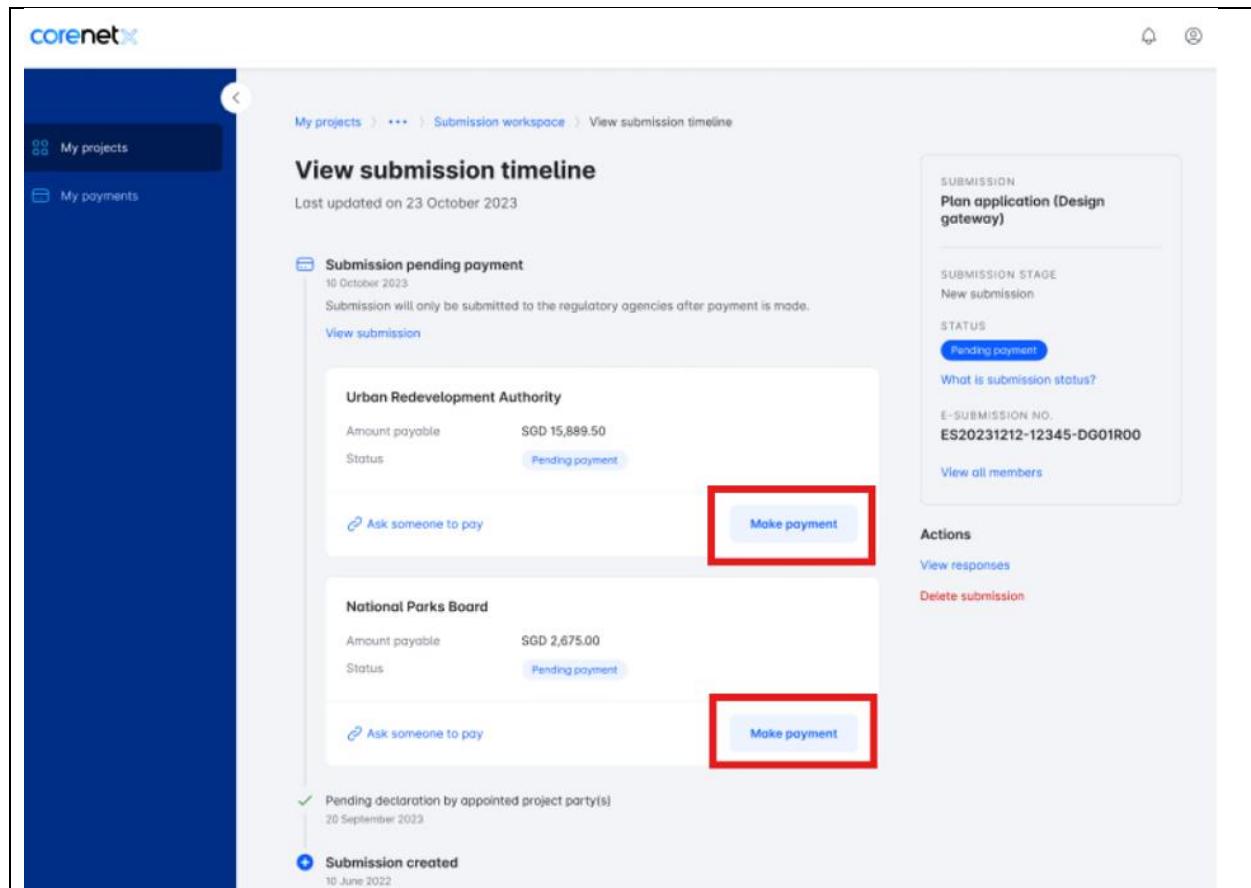
1. Proceed to the Submission Workspace and select the relevant project.
2. Click on “Delete submission”.

Note: This function is only available before the submission is sent to agencies for processing.

13. Making Payment for Submissions

Payment must be made and processed in full before submission can transit to agencies for processing.

13.1 Choosing Mode of Payment



The screenshot shows the corenetX interface for managing submissions. On the left, a sidebar lists 'My projects' and 'My payments'. The main content area is titled 'View submission timeline' and shows a list of pending payments. For the 'Urban Redevelopment Authority', the amount payable is SGD 15,889.50 and the status is 'Pending payment'. For the 'National Parks Board', the amount payable is SGD 2,675.00 and the status is also 'Pending payment'. Each entry has a 'Make payment' button, which is highlighted with a red box. To the right of the list, there is a sidebar with submission details: 'Plan application (Design gateway)', 'New submission', 'Pending payment', and 'ES20231212-12345-DG01R00'. Below the sidebar are 'Actions' buttons for 'View responses' and 'Delete submission'.

1. Go to the “Submission Workspace”.

2. Click on “Make payment”.

Tip: Click on “Ask someone to pay” to request someone else to make payment (proceed to [Section 13.5](#))

Select payment method

Select your preferred payment option, a receipt will be issued once payment has been confirmed

TOTAL PAYABLE FEE

SGD 7,000.00

Debit / Credit card

Immediate processing for fees up to SGD 10,000 per agency by debit/credit card



PayNow

Immediate processing for amounts up to SGD 200,000



Bank transfer

Make a direct bank-to-bank transfer payment to agencies

For projects with submission fees made earlier

For submissions where payment was made to the agency in an earlier submission of this same project. The agency will verify the payment record(s). In the event that the information provided is inaccurate, it may delay the processing of your submission. Please note that no additional receipt will be generated for this transaction.

Payment has been made earlier

This option should only be selected if you were advised by a processing officer and/or have already made payment in an earlier submission for this project

3. Select the mode of payment:

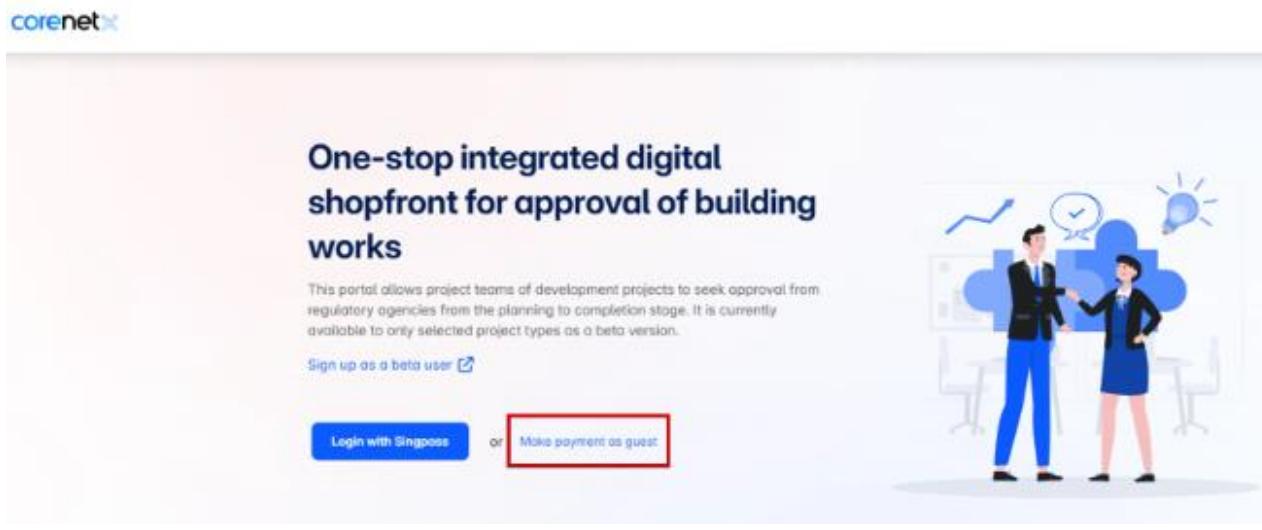
a. **Bank Transfer:** Takes at least 2-3 working days to be processed (proceed to [Section 13.2](#)). **Choose this option if client is GPE requiring e-invoice (proceed to [Section 13.3](#)).**

b. **Credit Card:** Up to \$10,000 per transaction. Proceed to [Section 13.4](#) for next steps.

c. ***coming soon* PayNow:** Up to \$200,000 per transaction.

d. **Payment has been made earlier:** Only for special cases where payment has been made earlier (e.g. ongoing CN2 projects transiting to CORENET X). (proceed to [Section 13.6](#))

Note: This does not apply to new projects in CORENET X.

 <p>The screenshot shows the CORENET X landing page. At the top, it says "One-stop integrated digital shopfront for approval of building works". Below that is a description: "This portal allows project teams of development projects to seek approval from regulatory agencies from the planning to completion stage. It is currently available to only selected project types as a beta version." There are two buttons: "Login with Singpass" and "Make payment as guest". The "Make payment as guest" button is highlighted with a red box.</p>	<p>Making payment as guest</p> <ol style="list-style-type: none">4. External parties can make payment directly from the CORENET X landing page.5. First, go to the landing page (https://portal.corenet.gov.sg/).6. Select “Make payment as guest”.7. Proceed to Section 13.7 for the remaining steps.
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13.2 Bank Transfer (for private sector clients)

Bank transfer

Use the bank details below to make a payment to the agency from your bank account

1. Include the ES no. as reference during your transfer and take note of the transaction number after payment is made. Failure to do the above may result in delay in payment verification.

Bank details for URA	
Bank account no.	0010669109
Bank code/branch code	7171/001
Amount to send	SGD 7,740
ES no. as reference	ES20221212-12345-DG00R01

A7654-A32100-2023

PROJECT TITLE
Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 At 270 Orchard road

E-SUBMISSION NO
ES20231212-12345-DG01R00

Sample bank transaction:

Payment Transaction Advice

We have debited your Acct123456789 as follows :

Your Ref 0987ABCD65	Value Date 11/06/2024	Currency/Amount SGD 7740
Payee Bank SAMPLE BANK	Details of Payment ES20231212-12345-DG01R00	Beneficiary Account Number : 1234567890 URBAN REDEVELOPMENT AUTHORITY
Booked On 11/06/2024	7740	

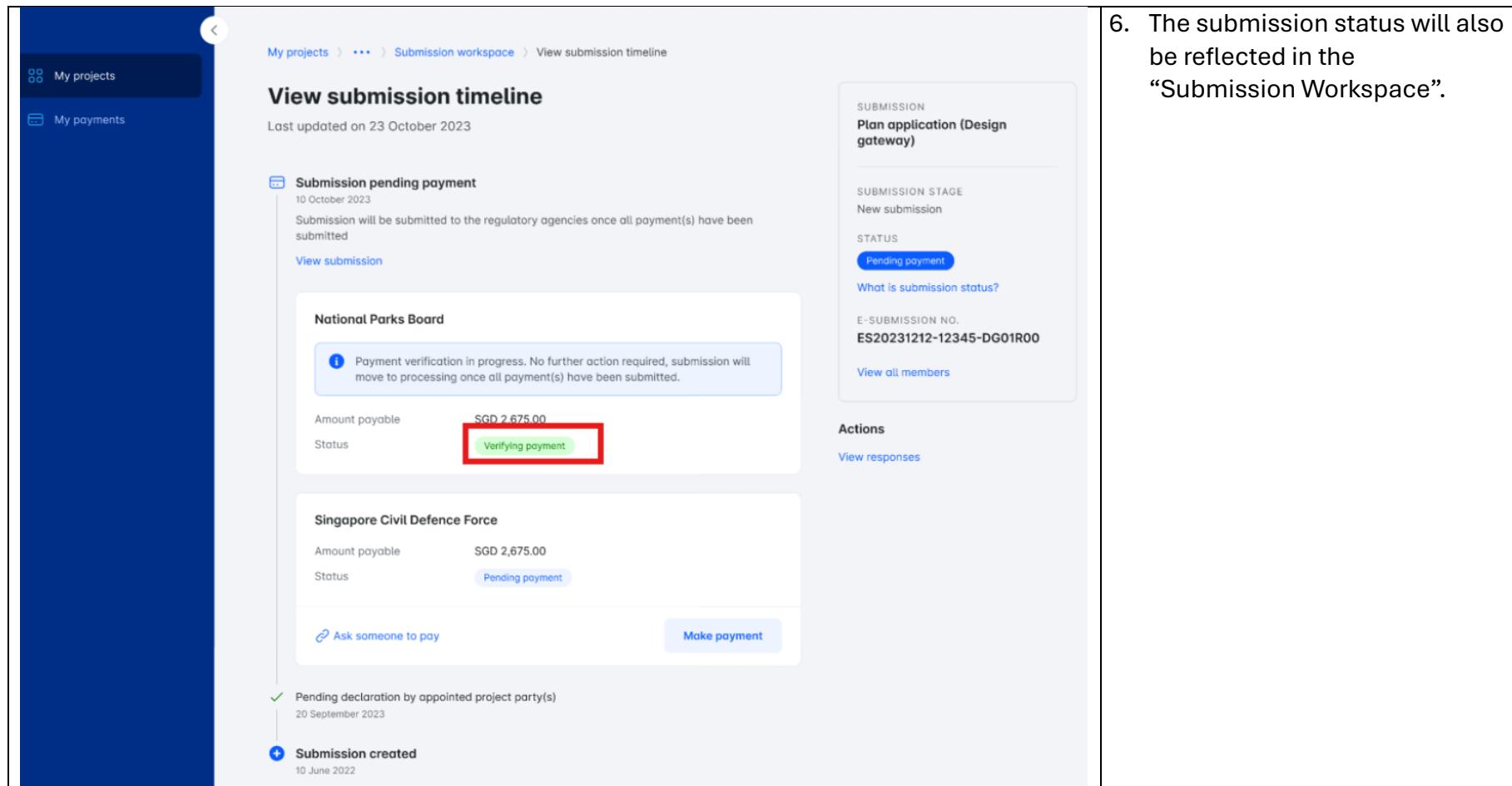
Fund Transfer Electronic Message

1. If the “bank transfer” option is selected, the CORENET X ES number will be generated.
2. Indicate the ES number as reference number or Details of Payment when making the bank transaction.

118

<p>Sample bank transaction:</p> <p>Payment Transaction Advice</p> <p>We have debited your Acct123456789 as follows :</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Your Ref 0987ABCD65</td> <td style="width: 33%;">Value Date 11/06/2024</td> <td style="width: 33%;">Currency/Amount SGD 7740</td> </tr> <tr> <td>Payee Bank SAMPLE BANK</td> <td>Details of Payment ES20231212-12345-DG01R00</td> <td>Beneficiary Account Number : 1234567890 URBAN REDEVELOPMENT AUTHORITY</td> </tr> <tr> <td>Booked On 11/06/2024</td> <td>7740</td> <td></td> </tr> </table> <p>Fund Transfer Electronic Message</p> <p>Input in Payment Page:</p> <p>Bank transfer</p> <p>Use the bank details below to make a payment to the agency from your bank account</p> <p>Bank details for URA</p> <p>Bank account no. 0010669109 Bank code/branch code 7171/001 Amount to send SGD 7,740 ES no. as reference ES20221212-12345-DG00R00</p> <p>Payer details</p> <p>Individual / Company name Contact number Email Address Unit Postal code Bank transaction no. Date of transfer DD/MM/YYYY</p> <p>Back You have selected 1 item SGD 7,740.00 I have made payment</p>	Your Ref 0987ABCD65	Value Date 11/06/2024	Currency/Amount SGD 7740	Payee Bank SAMPLE BANK	Details of Payment ES20231212-12345-DG01R00	Beneficiary Account Number : 1234567890 URBAN REDEVELOPMENT AUTHORITY	Booked On 11/06/2024	7740		<p>3. Take note of the Bank Transaction Reference Number.</p> <p>4. Input this reference number under "Bank transaction no." on the Submission portal payment page.</p>
Your Ref 0987ABCD65	Value Date 11/06/2024	Currency/Amount SGD 7740								
Payee Bank SAMPLE BANK	Details of Payment ES20231212-12345-DG01R00	Beneficiary Account Number : 1234567890 URBAN REDEVELOPMENT AUTHORITY								
Booked On 11/06/2024	7740									

<p> Payment details submitted</p> <p>Details have been sent to the relevant agency for payment verification. An email will be sent once payment has been confirmed.</p> <p>Info For transaction made later, an email with bank details will be sent, please proceed to make payment. Once payment has been successfully confirmed, an email will be sent. Please submit a request to help desk if there are any issues.</p> <p>PAYMENT DETAILS REFERENCE NO. CX-TXN-2023-10-05-57486</p> <table border="1"><tr><td>Project reference</td><td>A7854-A32100-2023</td></tr><tr><td>Project title</td><td>Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 at 270 Orchard road</td></tr><tr><td>Payment method</td><td>Bank transfer</td></tr><tr><td>Amount</td><td>SGD 7,740.00</td></tr><tr><td>Payment status</td><td>Verifying payment</td></tr><tr><td>Have you made payment for the transaction?</td><td>No, I will make payment for the transaction later</td></tr></table> <p>Payer details</p> <table border="1"><tr><td>Individual / Company name</td><td>ABC Constructions Pte Ltd</td></tr><tr><td>Contact number</td><td>9810 2294</td></tr><tr><td>Email</td><td>Finance@abcconstructions.com</td></tr><tr><td>Address</td><td>Blk 2, Posir Panjang Road, #02-01, Singapore 829103</td></tr></table>	Project reference	A7854-A32100-2023	Project title	Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 at 270 Orchard road	Payment method	Bank transfer	Amount	SGD 7,740.00	Payment status	Verifying payment	Have you made payment for the transaction?	No, I will make payment for the transaction later	Individual / Company name	ABC Constructions Pte Ltd	Contact number	9810 2294	Email	Finance@abcconstructions.com	Address	Blk 2, Posir Panjang Road, #02-01, Singapore 829103	<p>5. If payment is successful, you should see a confirmation screen. The payment status will be updated to “verifying payment”.</p>
Project reference	A7854-A32100-2023																				
Project title	Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 at 270 Orchard road																				
Payment method	Bank transfer																				
Amount	SGD 7,740.00																				
Payment status	Verifying payment																				
Have you made payment for the transaction?	No, I will make payment for the transaction later																				
Individual / Company name	ABC Constructions Pte Ltd																				
Contact number	9810 2294																				
Email	Finance@abcconstructions.com																				
Address	Blk 2, Posir Panjang Road, #02-01, Singapore 829103																				



My projects > ... > Submission workspace > View submission timeline

View submission timeline

Last updated on 23 October 2023

Submission pending payment
10 October 2023
Submission will be submitted to the regulatory agencies once all payment(s) have been submitted

[View submission](#)

National Parks Board

Amount payable SGD 2,675.00
Status Verifying payment

Singapore Civil Defence Force

Amount payable SGD 2,675.00
Status Pending payment

[Ask someone to pay](#) [Make payment](#)

✓ Pending declaration by appointed project party(s)
20 September 2023

+ **Submission created**
10 June 2022

SUBMISSION
Plan application (Design gateway)

SUBMISSION STAGE
New submission

STATUS
Pending payment

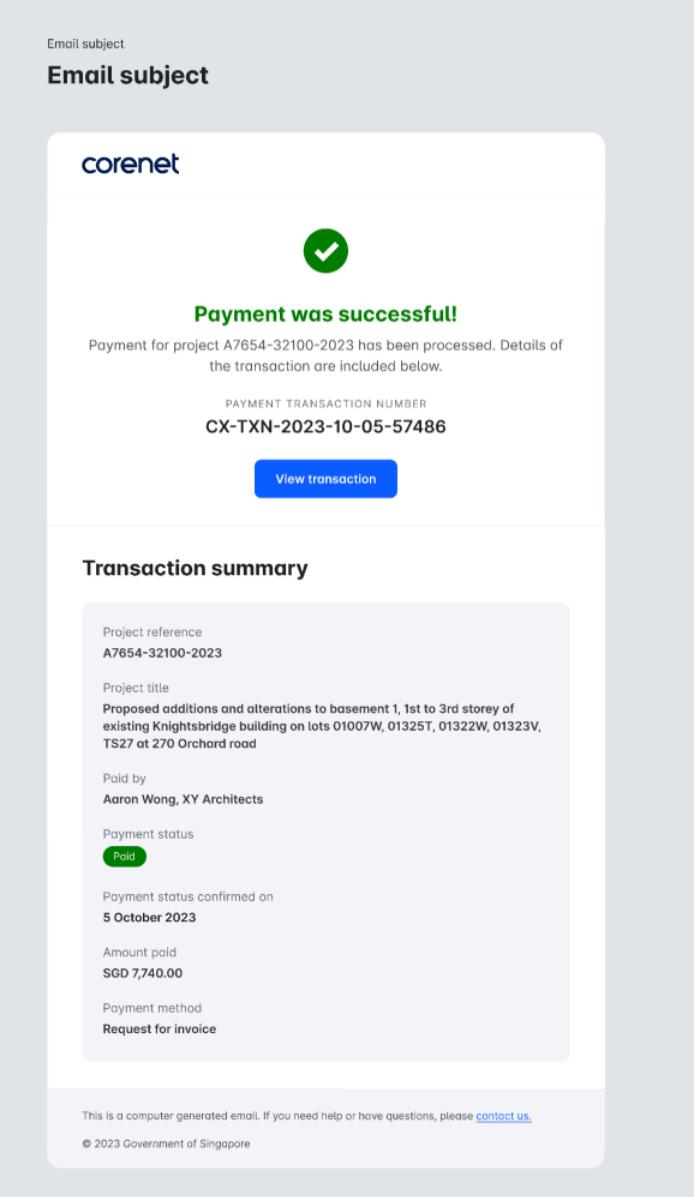
[What is submission status?](#)

E-SUBMISSION NO.
ES20231212-12345-DG01R00

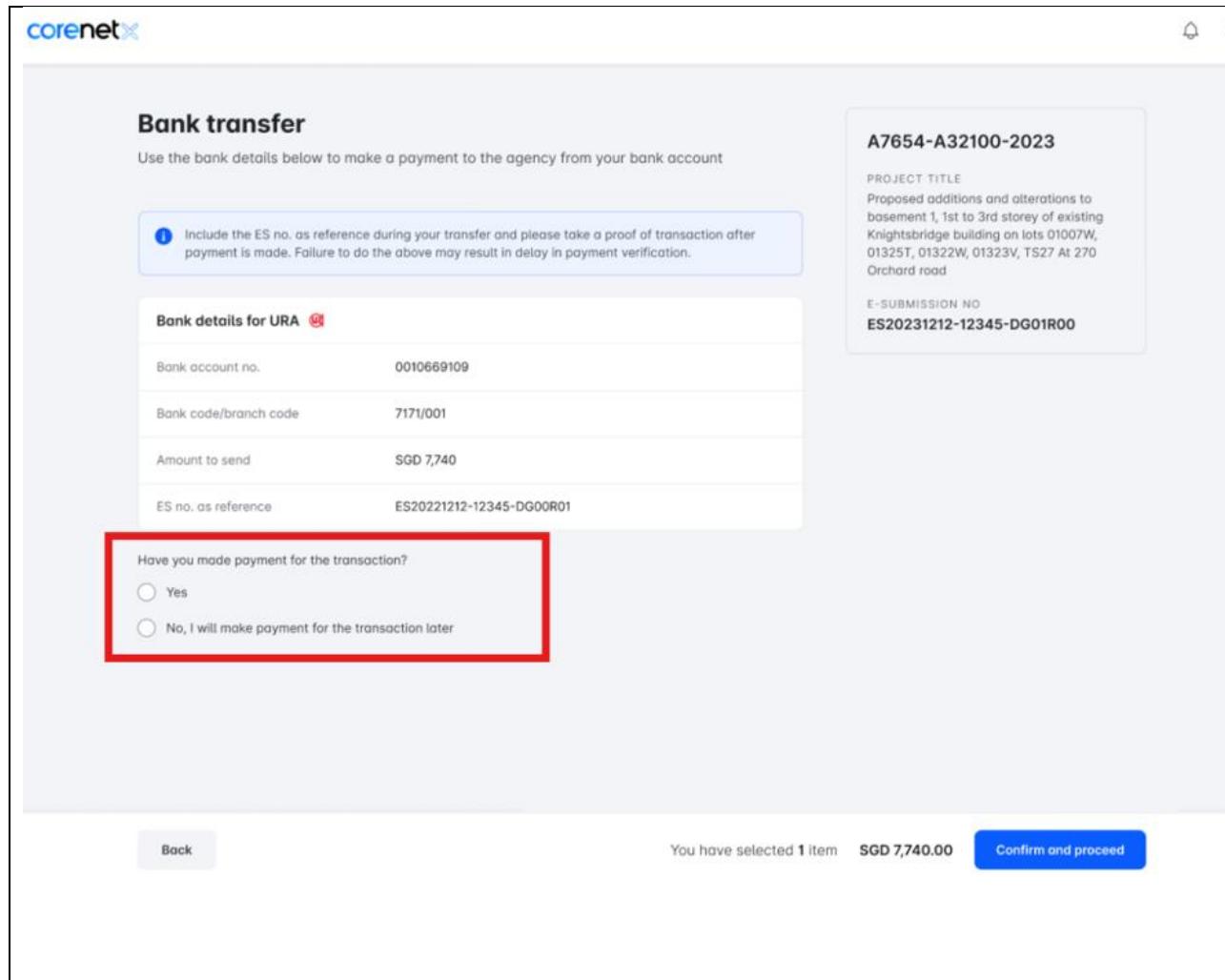
[View all members](#)

Actions
[View responses](#)

6. The submission status will also be reflected in the “Submission Workspace”.

 A screenshot of an email subject line. The subject line is "Email subject" and the recipient is "Email subject". The email body contains a corenetX payment confirmation message. The message includes a green checkmark icon, the text "Payment was successful!", and a payment transaction number "CX-TXN-2023-10-05-57486". A "View transaction" button is present. Below this, a "Transaction summary" section provides details: Project reference A7654-32100-2023, Project title "Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 at 270 Orchard road", Paid by "Aaron Wong, XY Architects", Payment status "Paid", Payment status confirmed on "5 October 2023", Amount paid "SGD 7,740.00", and Payment method "Request for invoice". The email ends with a note: "This is a computer generated email. If you need help or have questions, please contact us ." and the copyright notice "© 2023 Government of Singapore".	<ol style="list-style-type: none">Once the payment has been verified by the agency, you will receive an email notification on successful payment.The payment status will be updated to “paid”. <p>Tip: Double check to ensure that payment to all relevant agencies have been made successfully.</p> <ol style="list-style-type: none">After all payments are completed, the submission will be advanced to the “Processing” stage.
--	---

13.3 Bank Transfer (for Government Procurement Entities (GPE) clients)



The screenshot shows the 'Bank transfer' page for GPE clients. It displays the following information:

- Bank details for URA:**
 - Bank account no.: 0010669109
 - Bank code/branch code: 7171/001
 - Amount to send: SGD 7,740
 - ES no. as reference: ES20221212-12345-DG00R01
- Project Title:** Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 At 270 Orchard road
- E-SUBMISSION NO:** ES20231212-12345-DG01R00

A red box highlights the question "Have you made payment for the transaction?" with two options: "Yes" and "No, I will make payment for the transaction later".

On the bottom right, there is a "Confirm and proceed" button.

1. If the “bank transfer” option is selected, GPE clients making payment will see the “Yes/No” options.

1.1. HDB/ JTC should select “Yes”. Proceed to step 4.

1.2. GPE clients requiring e-invoice should select “No”. Proceed to step 5.

2. The CORENET X ES number will be generated.

3. Indicate the ES number as reference number or Details of Payment when making the bank transaction.

<p>Bank transfer</p> <p>Use the bank details below to make a payment to the agency from your bank account</p> <p>1 Include the ES no. as reference during your transfer and please take a proof of transaction after payment is made. Failure to do the above may result in delay in payment verification.</p> <p>Bank details for URA</p> <table border="1"><tr><td>Bank account no.</td><td>0010669109</td></tr><tr><td>Bank code/branch code</td><td>7171/001</td></tr><tr><td>Amount to send</td><td>SGD 2,740</td></tr><tr><td>ES no. as reference</td><td>ES20221212-12345-DG00R00</td></tr></table> <p>Have you made payment for the transaction?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No, I will make payment for the transaction later</p> <p>Payer details</p> <table border="1"><tr><td>Individual / Company name</td></tr><tr><td>Contact number</td><td>Email</td></tr><tr><td>Address</td><td>Unit</td><td>Postal code</td></tr></table> <p>Provide details for proof of transaction</p> <p>Bank transaction no. Date of transfer</p> <p>Upload documents</p> <p>Upload the required proof of bank transaction before proceeding</p> <p>Drag and drop files here or select files</p>	Bank account no.	0010669109	Bank code/branch code	7171/001	Amount to send	SGD 2,740	ES no. as reference	ES20221212-12345-DG00R00	Individual / Company name	Contact number	Email	Address	Unit	Postal code	<p>4. If “yes” was chosen, payee is to upload proof of payment.</p>
Bank account no.	0010669109														
Bank code/branch code	7171/001														
Amount to send	SGD 2,740														
ES no. as reference	ES20221212-12345-DG00R00														
Individual / Company name															
Contact number	Email														
Address	Unit	Postal code													

corenetX

Bank transfer

Use the bank details below to make a payment to the agency from your bank account.

1 Include the ES no. as reference during your transfer and please take a proof of transaction after payment is made. Failure to do the above may result in delay in payment verification.

Bank details for URA	
Bank account no.	0010669109
Bank code/branch code	7171/001
Amount to send	SGD 7,740
ES no. as reference	ES20221212-12345-DG00R00

Have you made payment for the transaction?

Yes

No, I will make payment for the transaction later

Payer details

Individual / Company name

Contact number

Email

Address

Unit

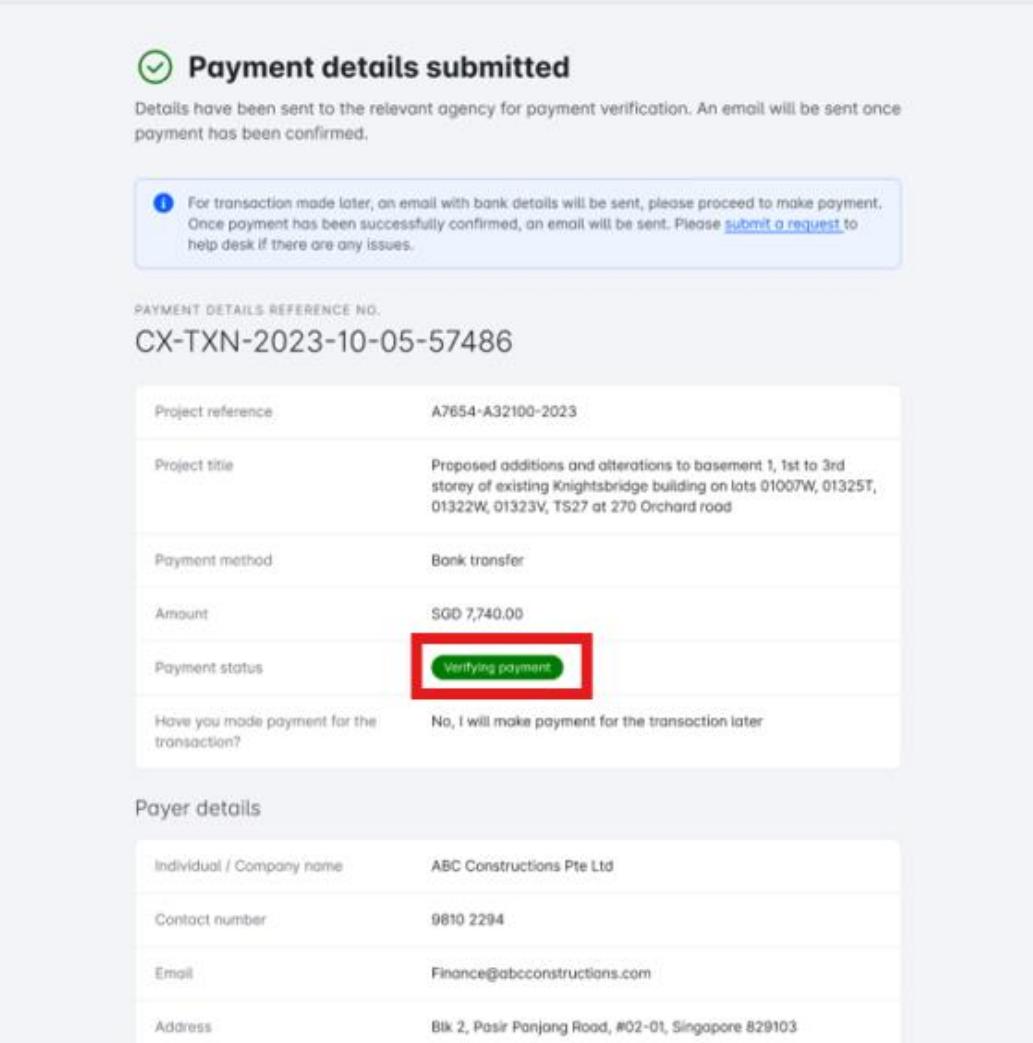
Postal code

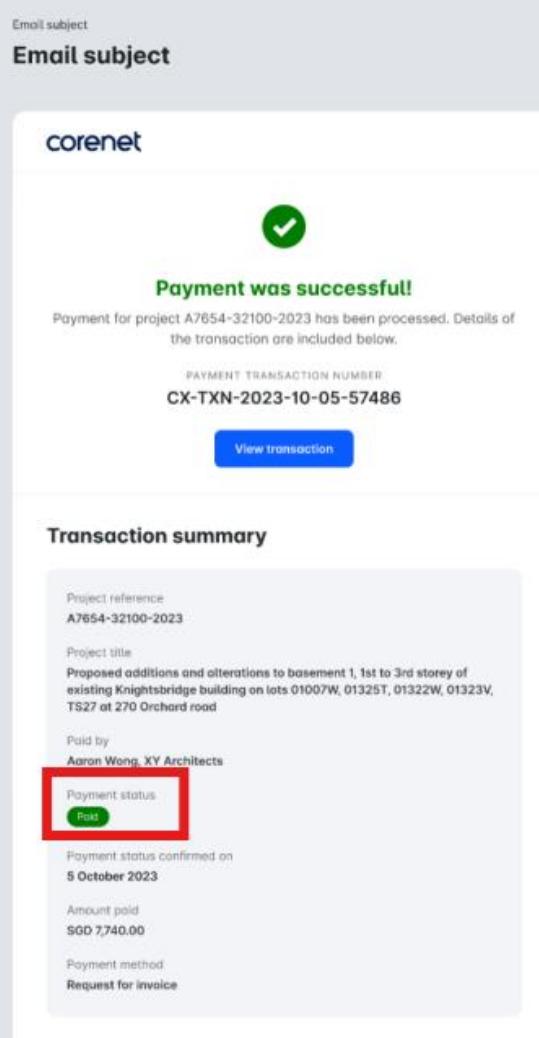
[Back](#)

You have selected 1 item SGD 7,740.00

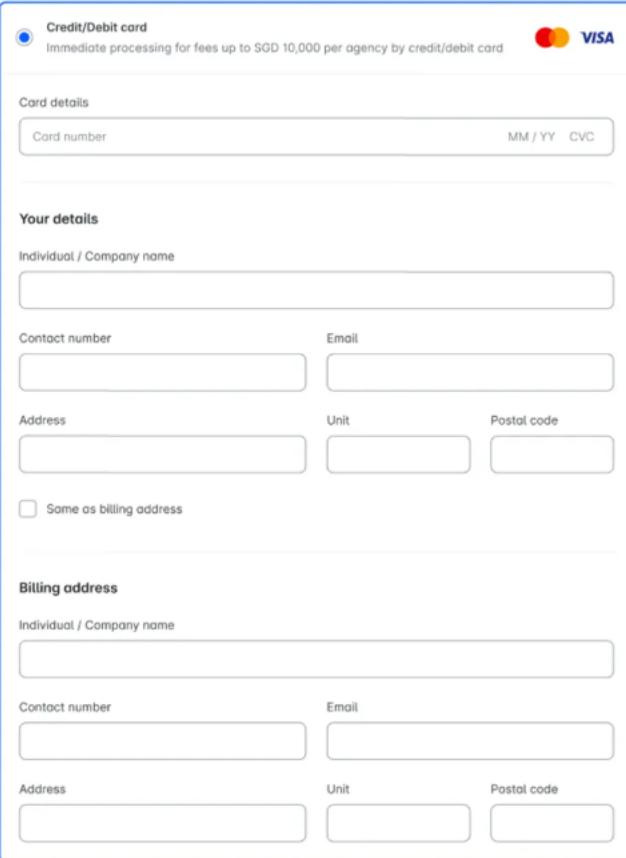
[Confirm and proceed](#)

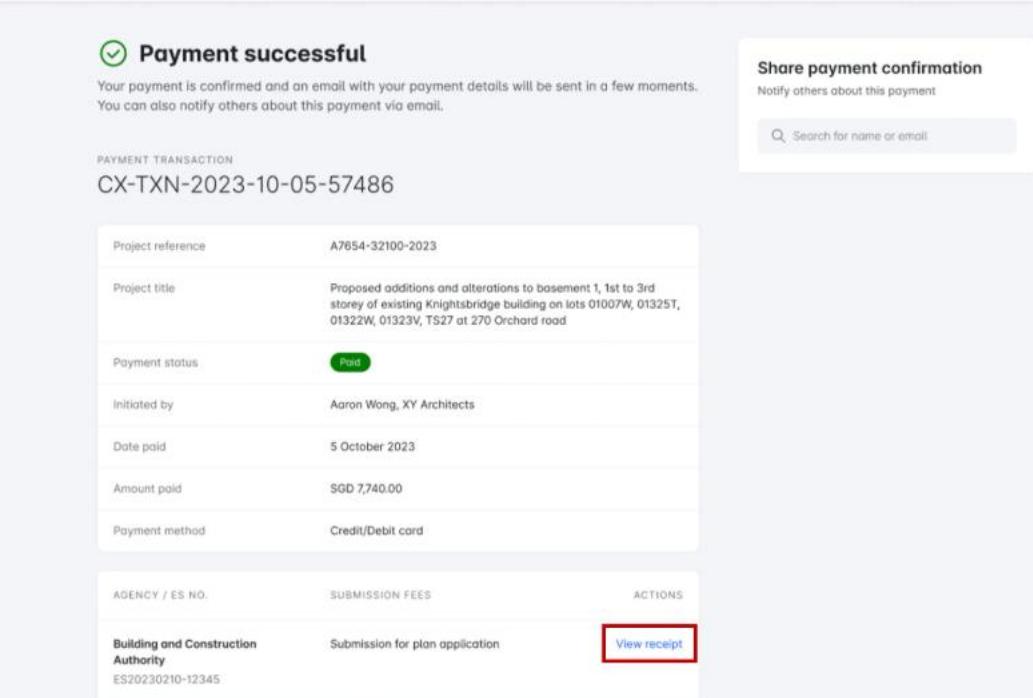
5. If “no” was chosen, payee is to fill in their details accordingly.

 <p>Payment details submitted</p> <p>Details have been sent to the relevant agency for payment verification. An email will be sent once payment has been confirmed.</p> <p>PAYMENT DETAILS REFERENCE NO. CX-TXN-2023-10-05-57486</p> <table border="1"><tr><td>Project reference</td><td>A7654-A32100-2023</td></tr><tr><td>Project title</td><td>Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 at 270 Orchard road</td></tr><tr><td>Payment method</td><td>Bank transfer</td></tr><tr><td>Amount</td><td>SGD 7,740.00</td></tr><tr><td>Payment status</td><td>Verifying payment</td></tr><tr><td>Have you made payment for the transaction?</td><td>No, I will make payment for the transaction later</td></tr></table> <p>Payer details</p> <table border="1"><tr><td>Individual / Company name</td><td>ABC Constructions Pte Ltd</td></tr><tr><td>Contact number</td><td>9810 2294</td></tr><tr><td>Email</td><td>Finance@abcconstructions.com</td></tr><tr><td>Address</td><td>Blk 2, Pasir Panjang Road, #02-01, Singapore 829103</td></tr></table>	Project reference	A7654-A32100-2023	Project title	Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 at 270 Orchard road	Payment method	Bank transfer	Amount	SGD 7,740.00	Payment status	Verifying payment	Have you made payment for the transaction?	No, I will make payment for the transaction later	Individual / Company name	ABC Constructions Pte Ltd	Contact number	9810 2294	Email	Finance@abcconstructions.com	Address	Blk 2, Pasir Panjang Road, #02-01, Singapore 829103	<p>6. The payment status will be updated to “verifying payment”.</p>
Project reference	A7654-A32100-2023																				
Project title	Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 at 270 Orchard road																				
Payment method	Bank transfer																				
Amount	SGD 7,740.00																				
Payment status	Verifying payment																				
Have you made payment for the transaction?	No, I will make payment for the transaction later																				
Individual / Company name	ABC Constructions Pte Ltd																				
Contact number	9810 2294																				
Email	Finance@abcconstructions.com																				
Address	Blk 2, Pasir Panjang Road, #02-01, Singapore 829103																				

 A screenshot of a corenetX payment confirmation page. The page has a light gray header with 'Email subject' and 'Email subject' buttons. Below this is a 'corenet' logo with a checkmark icon. The main content area has a green header 'Payment was successful!' with a checkmark icon. It states: 'Payment for project A7654-32100-2023 has been processed. Details of the transaction are included below.' Below this is a 'PAYMENT TRANSACTION NUMBER' section with the number 'CX-TXN-2023-10-05-57486' and a 'View transaction' button. The next section is 'Transaction summary' with a table: <table border="1"><tr><td>Project reference</td><td>A7654-32100-2023</td></tr><tr><td>Project title</td><td>Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 at 270 Orchard road</td></tr><tr><td>Paid by</td><td>Aaron Wong, XY Architects</td></tr><tr><td>Payment status</td><td>Paid</td></tr><tr><td>Payment status confirmed on</td><td>5 October 2023</td></tr><tr><td>Amount paid</td><td>S\$6,740.00</td></tr><tr><td>Payment method</td><td>Request for invoice</td></tr></table>	Project reference	A7654-32100-2023	Project title	Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 at 270 Orchard road	Paid by	Aaron Wong, XY Architects	Payment status	Paid	Payment status confirmed on	5 October 2023	Amount paid	S\$6,740.00	Payment method	Request for invoice	<ol style="list-style-type: none">Once the payment has been verified by the agency, you will receive an email notification on successful payment.The payment status will be updated to “paid”. <p>Tip: Double check to ensure that payment to all relevant agencies have been made successfully.</p> <ol style="list-style-type: none">After all payments are completed, the submission will be advanced to the “Processing” stage.
Project reference	A7654-32100-2023														
Project title	Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 at 270 Orchard road														
Paid by	Aaron Wong, XY Architects														
Payment status	Paid														
Payment status confirmed on	5 October 2023														
Amount paid	S\$6,740.00														
Payment method	Request for invoice														

13.4 Credit Card

 A screenshot of a credit card payment form. The form is divided into two main sections: 'Card details' and 'Your details'. The 'Card details' section includes fields for 'Card number', 'MM / YY', and 'CVC', with a 'Credit/Debit card' radio button selected and a note about immediate processing for SGD 10,000. The 'Your details' section includes fields for 'Individual / Company name', 'Contact number', 'Email', 'Address', 'Unit', and 'Postal code'. A checkbox labeled 'Same as billing address' is present. The 'Billing address' section is identical to the 'Your details' section. The form is set against a light gray background with a white header bar containing the text 'E-SUBMISSION NO ES20230210-12345'.	<ol style="list-style-type: none">1. Fill in the required fields.2. Credit card transaction is immediate. <p>Note: Credit card payment is applicable to transactions up to \$10,000.</p>
---	--



Payment successful
Your payment is confirmed and an email with your payment details will be sent in a few moments. You can also notify others about this payment via email.

PAYMENT TRANSACTION
CX-TXN-2023-10-05-57486

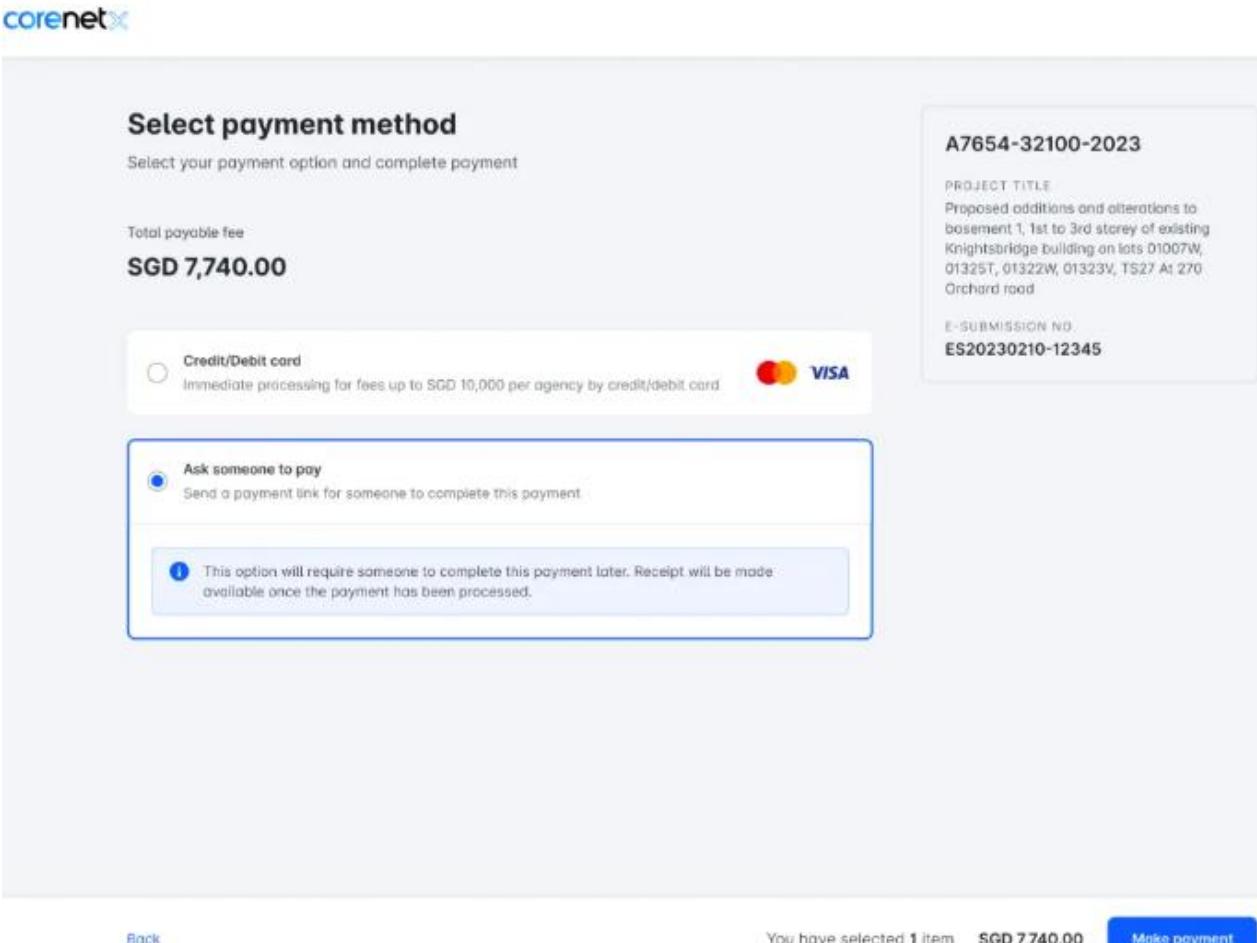
Project reference	A7654-32100-2023
Project title	Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 at 270 Orchard road
Payment status	Paid
Initiated by	Aaron Wong, XY Architects
Date paid	5 October 2023
Amount paid	SGD 7,740.00
Payment method	Credit/Debit card

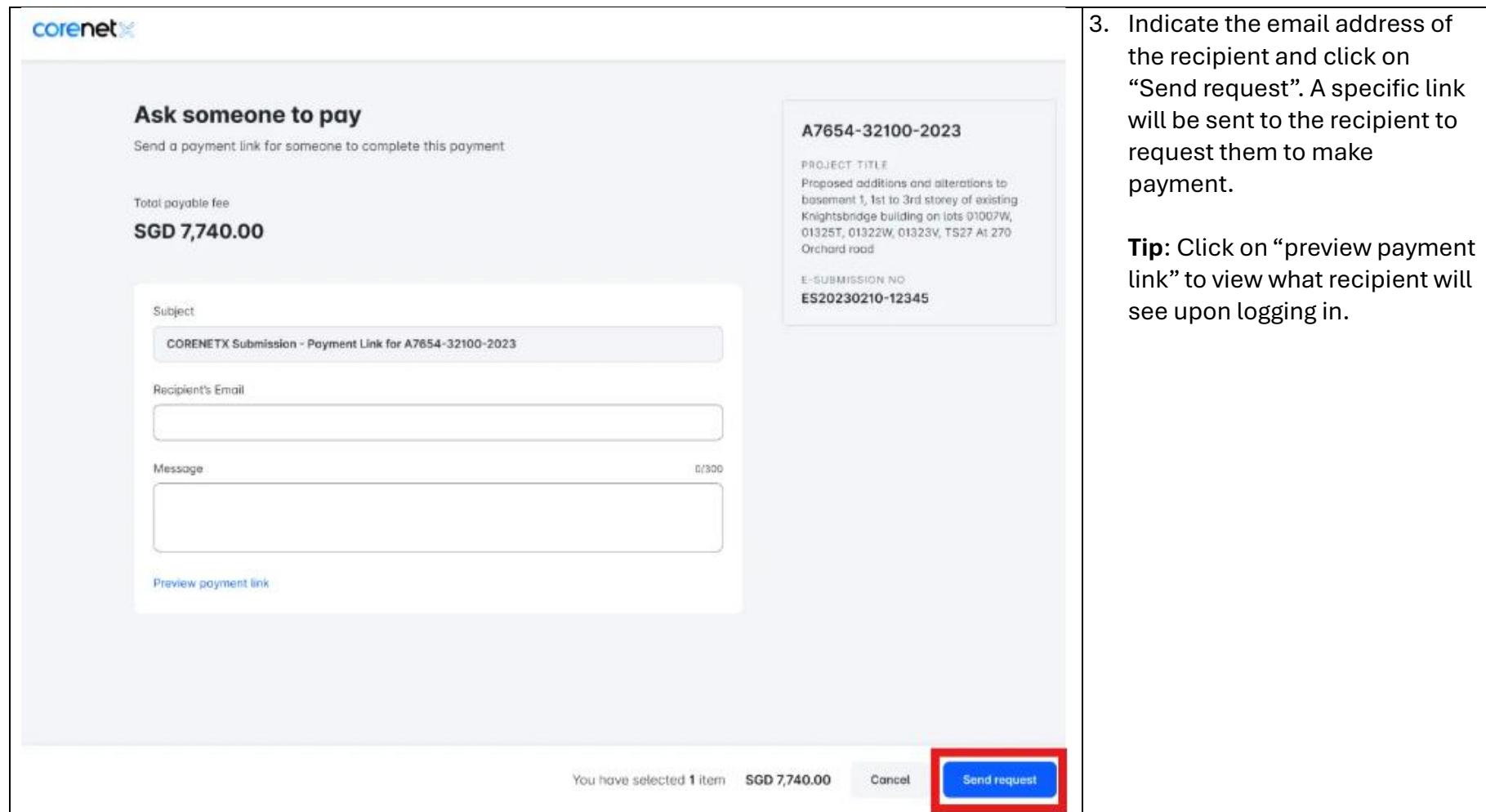
AGENCY / ES NO.	SUBMISSION FEES	ACTIONS
Building and Construction Authority ES20230210-12345	Submission for plan application	View receipt

3. A successful payment page will be shown.

4. Click on “View receipt” to download the receipt for record purposes.

13.5 Ask someone else to pay

 <p>The screenshot shows the 'Select payment method' page. At the top, it says 'Select your payment option and complete payment'. Below that, the 'Total payable fee' is listed as 'SGD 7,740.00'. There are two payment options: 'Credit/Debit card' (with icons for Mastercard and Visa) and 'Ask someone to pay' (which is selected, indicated by a blue circle). A note below the 'Ask someone to pay' option states: 'This option will require someone to complete this payment later. Receipt will be made available once the payment has been processed.' At the bottom, there are 'Back', 'You have selected 1 item SGD 7,740.00', and a 'Make payment' button.</p>	<ol style="list-style-type: none">1. Click on “Ask someone to pay”.2. Click on “Make payment”.
--	---



corenetX

Ask someone to pay

Send a payment link for someone to complete this payment.

Total payable fee

SGD 7,740.00

Subject

CORENETX Submission - Payment Link for A7654-32100-2023

Recipient's Email

Message 0/300

Preview payment link

You have selected 1 item SGD 7,740.00

Cancel **Send request**

A7654-32100-2023

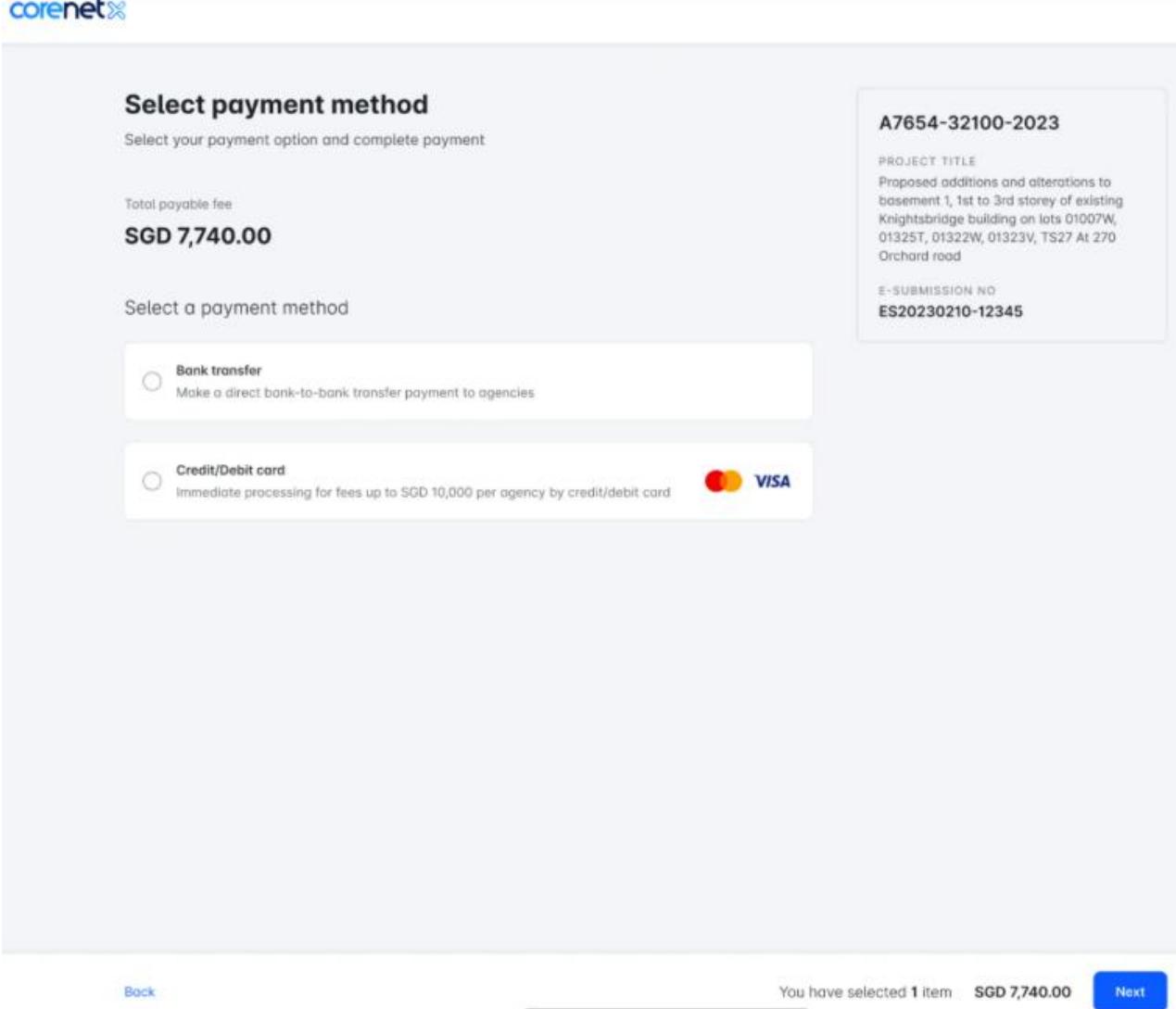
PROJECT TITLE
Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 A1 270 Orchard road

E-SUBMISSION NO.
ES20230210-12345

3. Indicate the email address of the recipient and click on “Send request”. A specific link will be sent to the recipient to request them to make payment.

Tip: Click on “preview payment link” to view what recipient will see upon logging in.

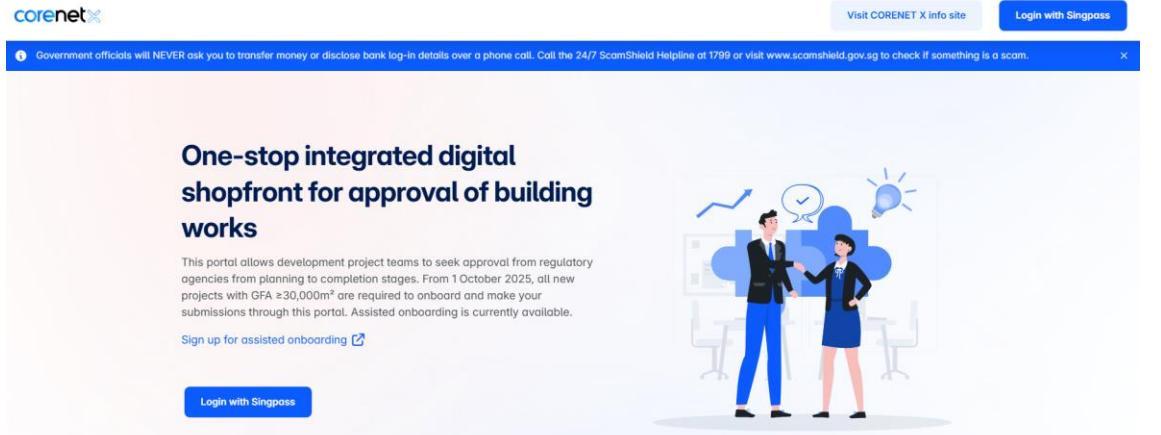
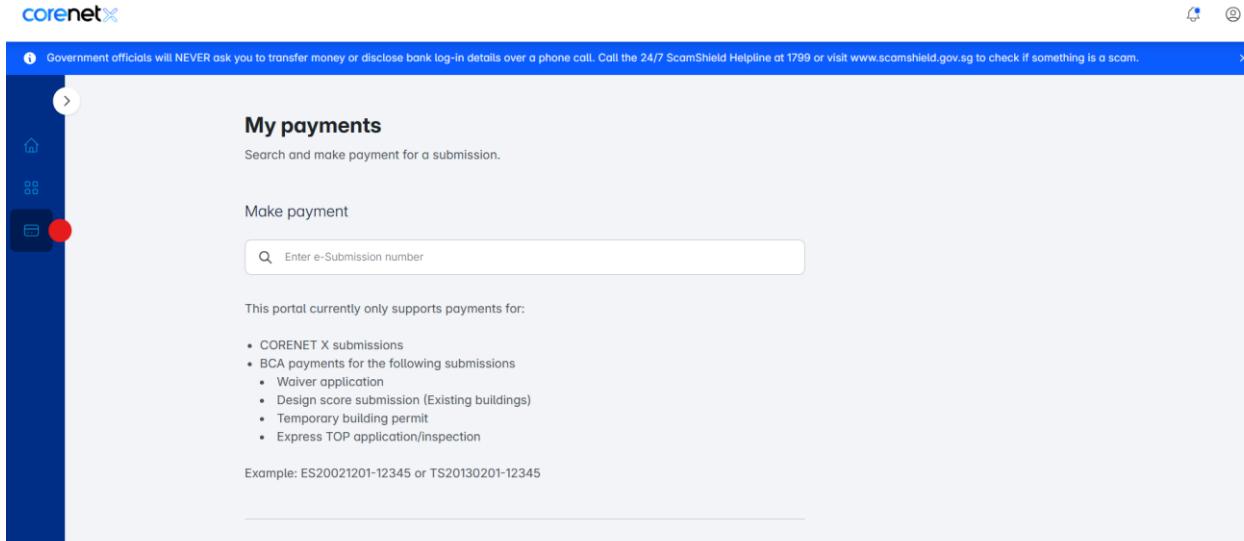
Payments		A7654-32100-2023 PROJECT TITLE Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 At 270 Orchard road	4. The recipient will have a restricted view and will only be able to see the outstanding payments to be made. 5. The recipient can click "Make payment" for the item that he/she wishes to make payment. Note: The recipient must login with Singpass to access the system to make this 3 rd party payment. However, these individuals' registration into their company's Corppass is optional.
ES20230210-12345	Submission: Plan application Agency: Building and Construction Authority Amount payable: SGD 7,740.00		
ES20230210-12345	Submission: Plan application Agency: National Parks Board Amount payable: SGD 2,140.00	Make payment	
ES20230210-12345	Submission: Plan application Agency: Urban Redevelopment Authority Amount payable: SGD 6,420.00	Make payment	

	<p>6. There are 2 payment methods available:</p> <ul style="list-style-type: none">• Bank transfer – recipient may follow the steps in Section 13.2 (for private sector clients) or Section 13.3 (for GPE clients).• Credit card (up to \$10,000) – recipient may follow the steps in Section 13.4.
---	--

13.6 Payment has been made earlier (for projects that have made separate arrangements with agencies)

<p>For projects with submission fees made earlier</p> <p>Select this option only if you have previously completed payment for this submission. The agency will verify the payment record(s). In the event that the information provided is inaccurate, a Written Direction may be issued, resulting in delays to your submission.</p> <p><input checked="" type="radio"/> Payment has been made earlier For submissions where payment has been made earlier to the agency</p> <p>Remarks 0/500</p> <p>Payment made on 12/01/2010. Reference no. 1231241241</p> <p>Please provide the payment details (eg: reference number under which the payment was made, date of payment, payment method). This will help the agency verify the payment record.</p> <p>Back You have selected 1 item SGD 7,740.00 Next</p>	<p>1. If this option is selected, please provide justification and the relevant reference numbers for the respective agency finance department to trace the records and reconcile the payment.</p>
--	--

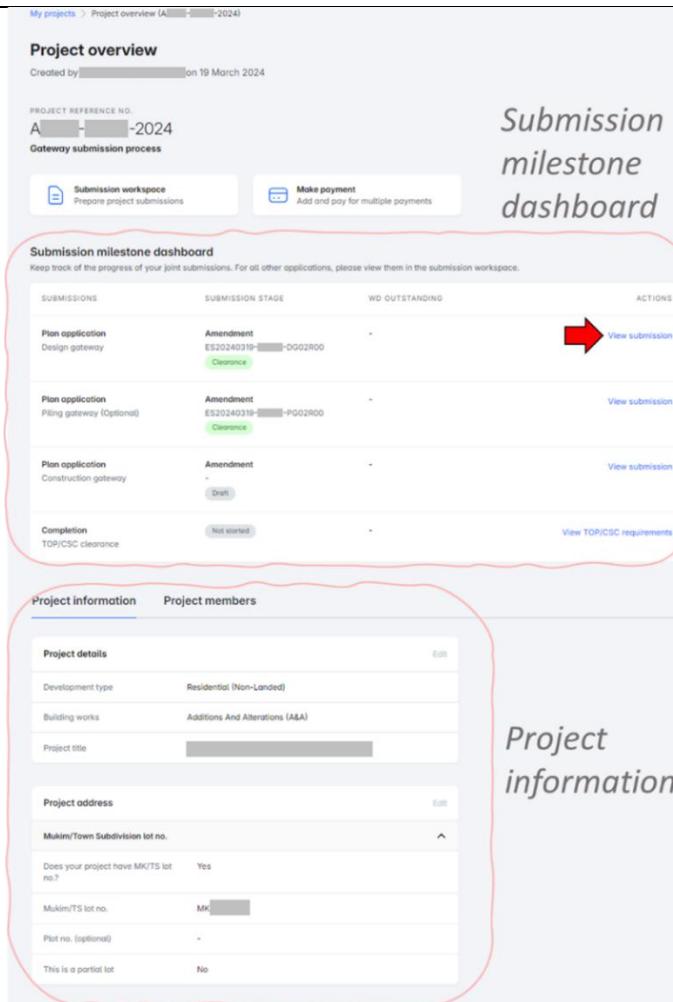
13.7 Make payment as guest

	<ol style="list-style-type: none">1. External parties can also login to make payment directly.2. First, go to the CX landing page (https://portal.corenet.gov.sg/).
	<ol style="list-style-type: none">3. After logging in, external party needs to select "My payment" tab located on the left navigation bar and input the ES number to be able to search for the relevant payments.

Payments		A7654-32100-2023	4. The external party will have a restricted view and will only be able to see the outstanding payments to be made.
ES20230210-12345		PROJECT TITLE Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 At 270 Orchard road	5. The external party can click "Make payment" for the item that he/she wishes to make payment for.
Submission	Plan application		
Agency	Building and Construction Authority		
Amount payable	SGD 7,740.00		
		Make payment	
ES20230210-12345			
Submission	Plan application		
Agency	National Parks Board		
Amount payable	SGD 2,140.00		
		Make payment	
ES20230210-12345			
Submission	Plan application		
Agency	Urban Redevelopment Authority		
Amount payable	SGD 6,420.00		
		Make payment	

14. Tracking Submission Status

14.1 Viewing Submission Status



The screenshot shows the 'Project overview' page with a red box highlighting the 'Submission milestone dashboard' section. This section displays a table of submissions with columns for 'SUBMISSIONS', 'SUBMISSION STAGE', 'WD OUTSTANDING', and 'ACTIONS'. The 'ACTIONS' column contains a 'View submission' link for each row. A red arrow points to one of these links. Below this, another red box highlights the 'Project information' section, which contains fields for 'Project details' and 'Project address'.

Submission milestone dashboard

SUBMISSIONS	SUBMISSION STAGE	WD OUTSTANDING	ACTIONS
Plan application Design gateway	Amendment ES20240319-[REDACTED]-PG02R00 Clearance	-	View submission
Plan application Piling gateway (Optional)	Amendment ES20240319-[REDACTED]-PG02R00 Clearance	-	View submission
Plan application Construction gateway	Amendment Draft	-	View submission
Completion TOP/CSC clearance	Not started	-	View TOP/CSC requirements

Project information

Project details:

- Development type: Residential (Non-Landed)
- Building works: Additions And Alterations (A&A)
- Project title: [REDACTED]

Project address:

- Mukim/Town Subdivision lot no.: [REDACTED]
- Does your project have MKUTS lot no.? Yes
- Mukim/TS lot no.: MK [REDACTED]
- Plot no. (optional): [REDACTED]
- This is a partial lot: No

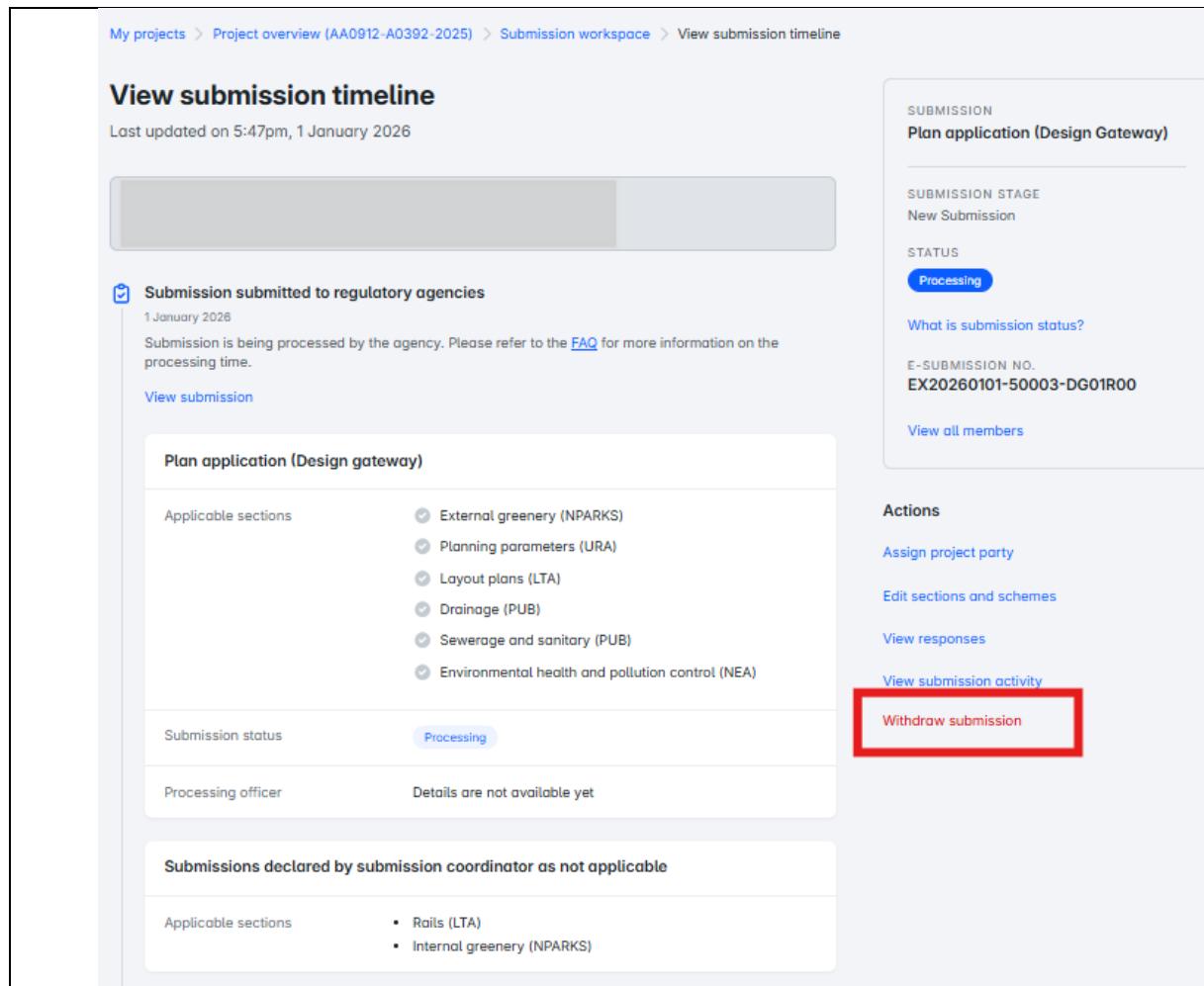
1. All project members can track the status of all submissions in the Submission Portal.

2. Project members can go to the "Project overview" page to view the submission milestone dashboard and project information. The types of statuses are shown below:

- Not started**
- Draft**
- Processing:** Agencies are processing
- Written Direction Issued / Response Issued:** Project members can download the responses and make resubmissions to address agencies' comments
- Clearance**

3. You can view the details of each submission by clicking "View submission".

14.2 Withdrawing a Submission during Processing



My projects > Project overview (AA0912-A0392-2025) > Submission workspace > View submission timeline

View submission timeline

Last updated on 5:47pm, 1 January 2026

Submission submitted to regulatory agencies
1 January 2026
Submission is being processed by the agency. Please refer to the [FAQ](#) for more information on the processing time.

[View submission](#)

Plan application (Design gateway)

Applicable sections	
<input checked="" type="radio"/> External greenery (NPARKS)	
<input checked="" type="radio"/> Planning parameters (URA)	
<input checked="" type="radio"/> Layout plans (LTA)	
<input checked="" type="radio"/> Drainage (PUB)	
<input checked="" type="radio"/> Sewerage and sanitary (PUB)	
<input checked="" type="radio"/> Environmental health and pollution control (NEA)	

Submission status: **Processing**

Processing officer: Details are not available yet

Submissions declared by submission coordinator as not applicable

Applicable sections	
<ul style="list-style-type: none">Rails (LTA)Internal greenery (NPARKS)	

SUBMISSION
Plan application (Design Gateway)

SUBMISSION STAGE
New Submission

STATUS
Processing

[What is submission status?](#)

E-SUBMISSION NO.
EX20260101-50003-DG01R00

[View all members](#)

Actions

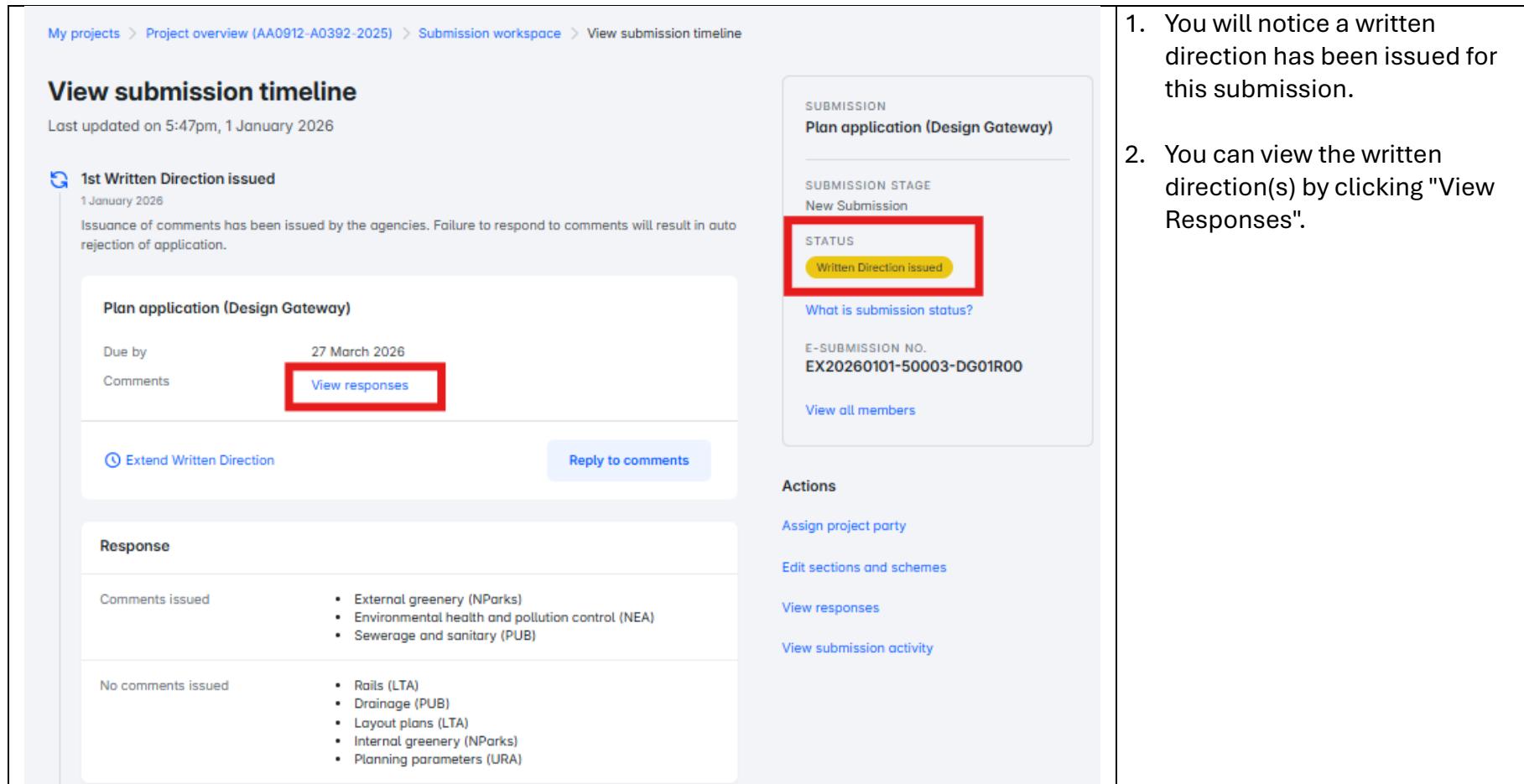
[Assign project party](#)
[Edit sections and schemes](#)
[View responses](#)
[View submission activity](#)
Withdraw submission

1. If withdrawal of the submission is necessary during processing, use the “Withdraw Submission” button to initiate the process.

2. Upon withdrawal, the submission will be reverted to its last status e.g. Written Direction Issued. Submission Coordinator may initiate reply to Written direction again, and fees will be re-computed and apply.

15. Responding to Written Directions and Making Resubmissions

15.1 Downloading Written Directions



The screenshot shows the 'View submission timeline' page for a project. The top navigation bar includes 'My projects', 'Project overview (AA0912-A0392-2025)', 'Submission workspace', and 'View submission timeline'. The main content area is titled 'View submission timeline' and shows the following details:

- 1st Written Direction issued** (1 January 2026): A note stating that issuance of comments has been issued by the agencies. Failure to respond to comments will result in auto rejection of application.
- Plan application (Design Gateway)**: Due by 27 March 2026. A 'View responses' button is highlighted with a red box.
- Actions**: Includes 'Extend Written Direction', 'Reply to comments', 'Assign project party', 'Edit sections and schemes', 'View responses', and 'View submission activity'.
- Comments issued**: External greenery (NParks), Environmental health and pollution control (NEA), Sewerage and sanitary (PUB).
- No comments issued**: Rails (LTA), Drainage (PUB), Layout plans (LTA), Internal greenery (NParks), Planning parameters (URA).

On the right side of the page, a sidebar provides submission details:

- SUBMISSION**: Plan application (Design Gateway)
- SUBMISSION STAGE**: New Submission
- STATUS**: Written Direction issued (highlighted with a red box)
- E-SUBMISSION NO.**: EX20260101-50003-DG01R00
- View all members**

1. You will notice a written direction has been issued for this submission.

2. You can view the written direction(s) by clicking "View Responses".

View responses

Manage responses from regulatory agencies

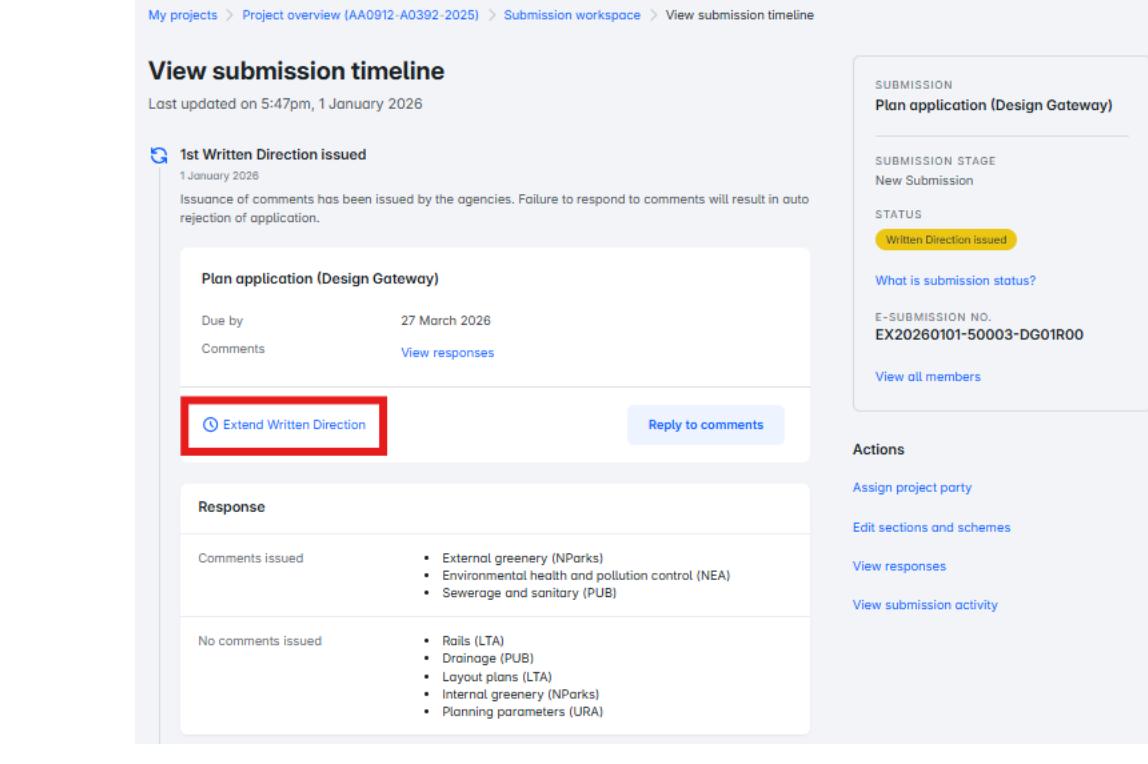
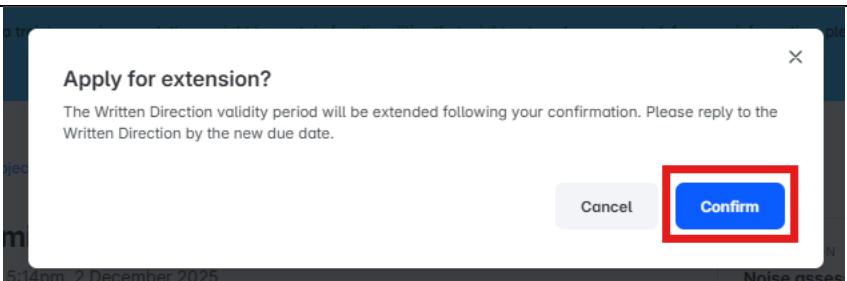
Acknowledgement **Written Direction** Clearance Not approved

RESPONSE	SUBMISSION TYPE	AGENCY	ISSUED ON	ACTIONS
1st Written Direction	New Submission EX20260101-50003-DG01R00	NPARKS, NEA, PUB	1 Jan 2026	Download

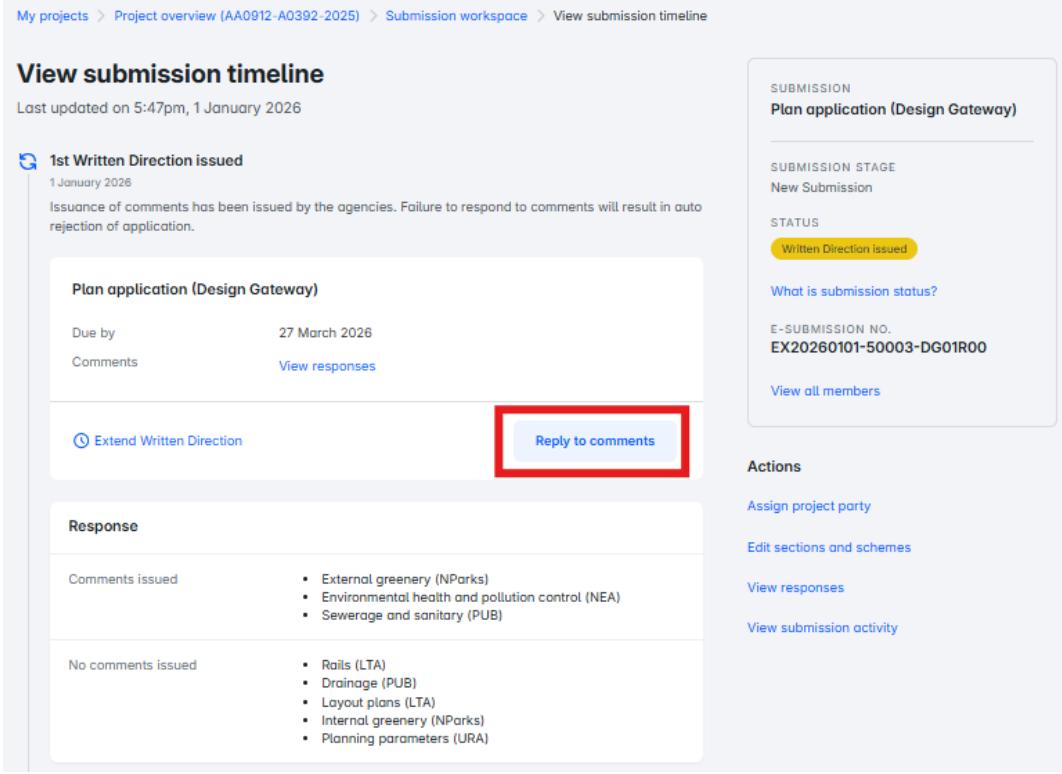
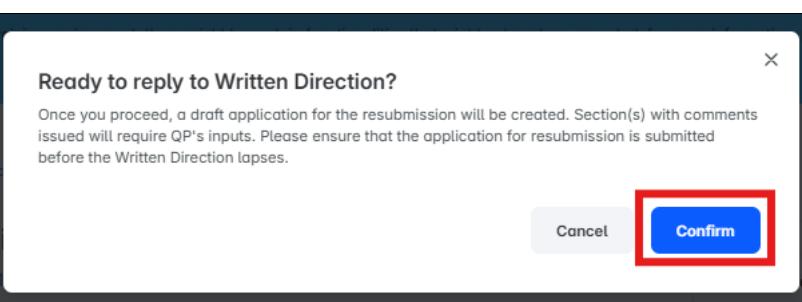
1-1 of 1 results

3. Download the relevant written direction from the relevant agencies.

15.2 Extending a Written Direction

	<p>1. You can extend a written direction by 14 working days. Do so by clicking "Extend Written Direction". This is a one-time extension.</p>
	<p>2. Click "confirm". The due date will be extended accordingly.</p>

15.3 Initiating a Resubmission

	<p>Making a Resubmission (action by Submission Coordinator / assigned Project Parties)</p> <p>1. To initiate a resubmission, submission coordinators and assigned project parties, along with their assistants, can click "Reply to Comments."</p>
	<p>2. Click "Confirm".</p>

My projects > Project overview (AA0912-A0392-2025) > Submission workspace > View submission timeline

View submission timeline

Last updated on 5:54pm, 1 January 2026

Resubmission created
1 January 2026
Please ensure that the comments issued are addressed in this resubmission before submitting to the regulatory agencies.

Plan application (Design Gateway)

Submission stage	Resubmission
Last saved on	5:54pm, 1 January 2026
Due by	27 March 2026
Comments	View responses

[Extend Written Direction](#) Edit

SECTION	ASSIGNED PROJECT PARTY
Project information	Archie Teng Architect Submission coordinator

SUBMISSION
Plan application (Design Gateway)

SUBMISSION STAGE
Resubmission

STATUS
Draft

What is submission status?
E-SUBMISSION NO.
-

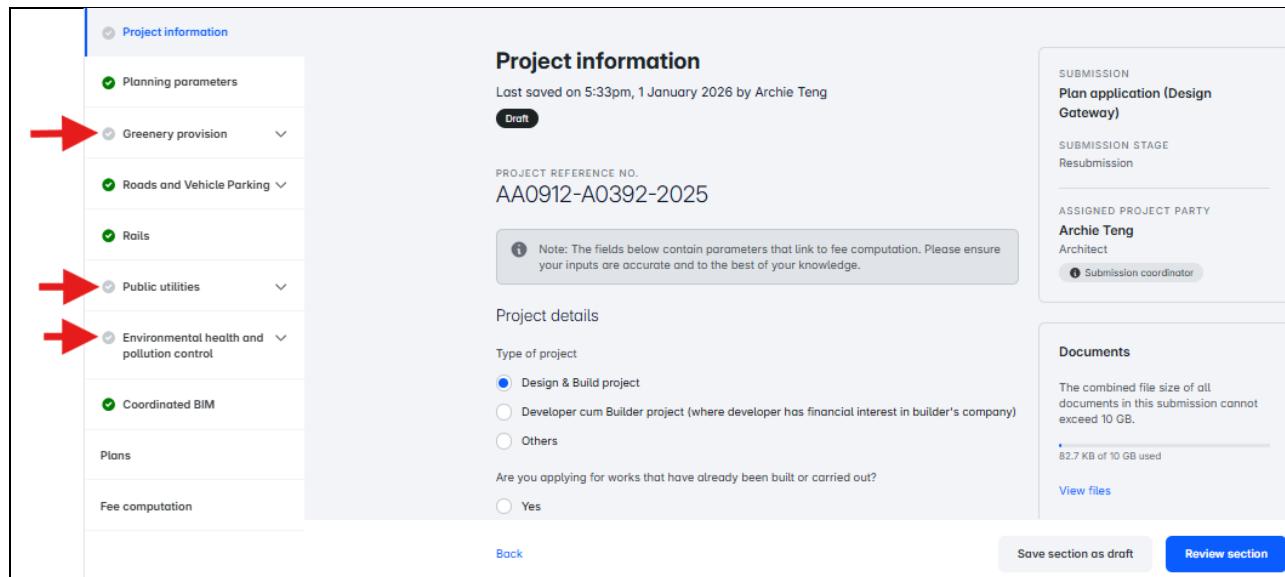
[View all members](#)

Actions

[Assign project party](#)
[Edit sections and schemes](#)
[View responses](#)
[View submission activity](#)

3. After clicking "Confirm," the system will create a resubmission, retaining all details from the previous submission.

4. Click "Edit" to proceed.



Project information
Last saved on 5:33pm, 1 January 2026 by Archie Teng
Draft

PROJECT REFERENCE NO.
AA0912-A0392-2025

Note: The fields below contain parameters that link to fee computation. Please ensure your inputs are accurate and to the best of your knowledge.

Project details

Type of project
 Design & Build project
 Developer cum Builder project (where developer has financial interest in builder's company)
 Others

Are you applying for works that have already been built or carried out?
 Yes

Submission
Plan application (Design Gateway)
Submission Stage
Resubmission

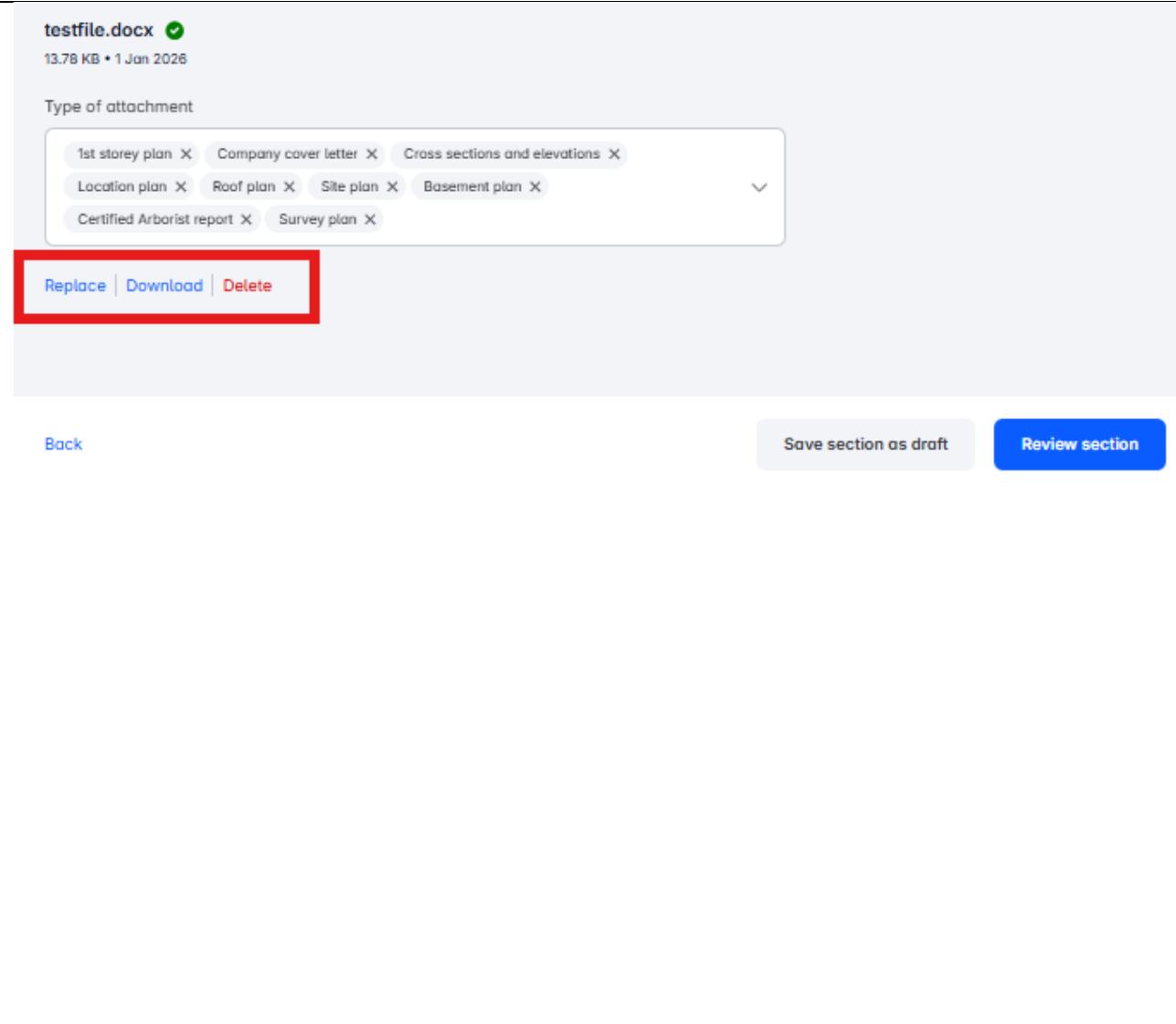
Assigned Project Party
Archie Teng
Architect
 Submission coordinator

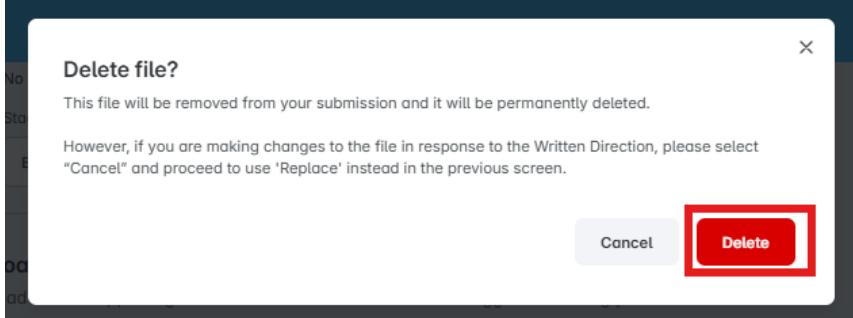
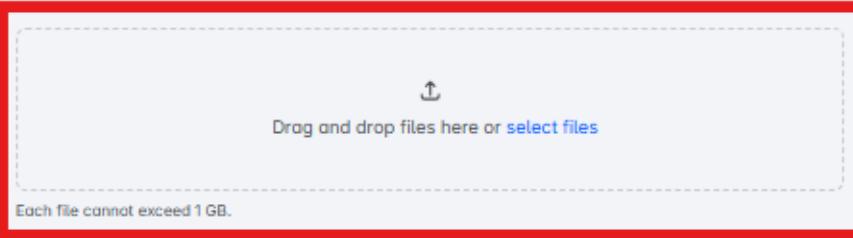
Documents
The combined file size of all documents in this submission cannot exceed 10 GB.
82.7 KB of 10 GB used
[View files](#)

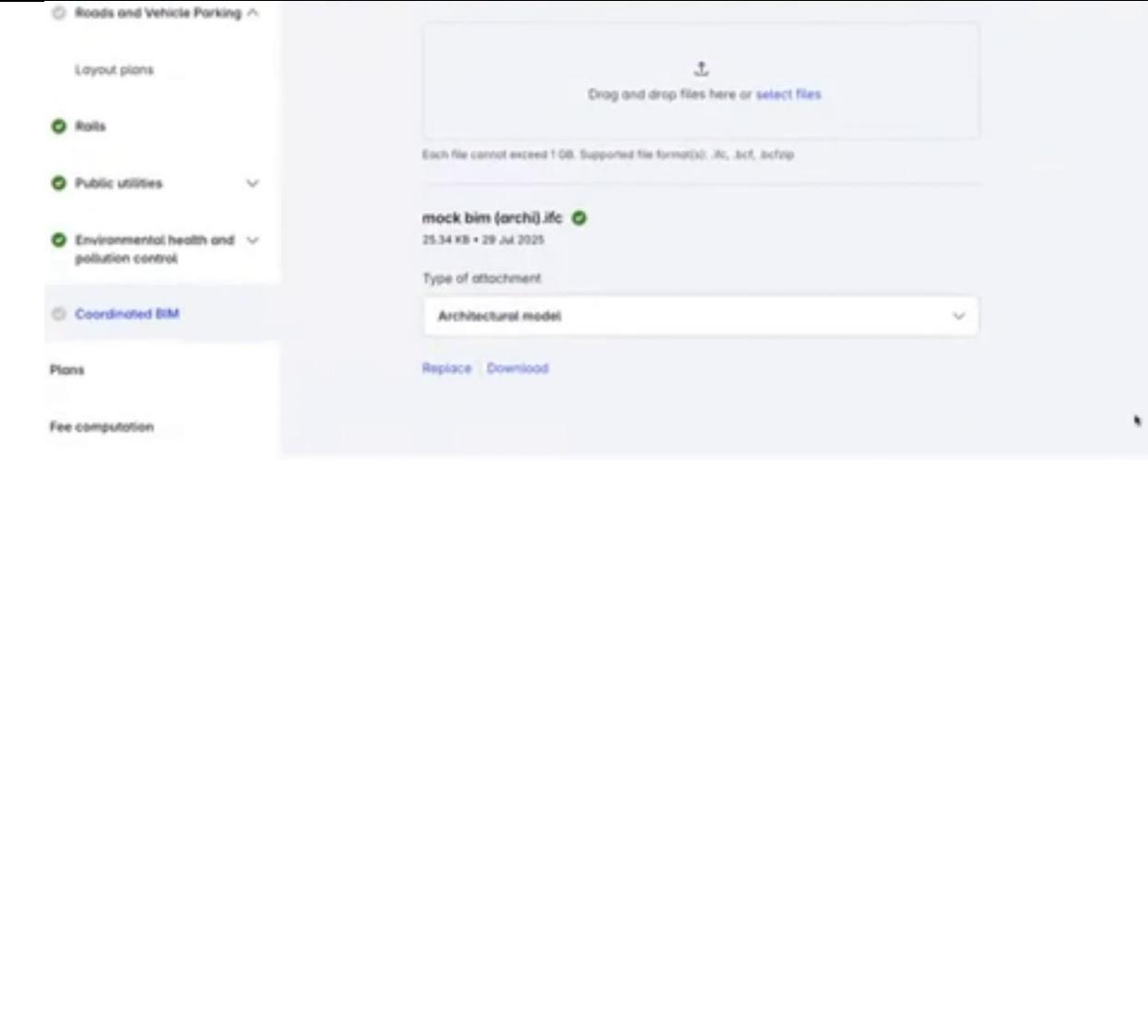
[Back](#) [Save section as draft](#) [Review section](#)

5. If a written direction has been issued for a specific section, the tick beside that section will be greyed out. That section is returned to draft state for assigned project parties to modify and edit.
6. The assigned project parties for the sections requiring revisions may modify information where necessary, change submission schemes or update files.
7. If there are updates to the parameters affecting plan fees, this is automatically trigger a top up of fees, which will be reflected in the “Fee computation” section when the form sections are completed.
8. **Note:** All files from previous submissions will be repopulated.

15.4 Amending uploaded files

	<p>Amending uploaded documents (action by assigned Project Parties)</p> <ol style="list-style-type: none">1. In the respective section, the assigned Project Parties can “replace” or “delete” the files that were earlier submitted.2. If a file has been revised to address the agency’s comment for resubmission, replace the old file by clicking “Replace”. This action allows changes to be tracked between the initial and resubmitted file.3. Ensure that you “save” the section after replacing the file. File scanning may take some time, but you may navigate to the coordinated <p>Note: Do not use delete unless the file must be omitted and is irrelevant to the submission. Otherwise, revised drawings should use “Replace”.</p>
---	--

	<p>BIM section while waiting for the file to upload.</p>
 A modal dialog box titled "Delete file?" contains the text: "This file will be removed from your submission and it will be permanently deleted. However, if you are making changes to the file in response to the Written Direction, please select "Cancel" and proceed to use 'Replace' instead in the previous screen." It has "Cancel" and "Delete" buttons, with "Delete" highlighted with a red box.	<p>4. If a file is no longer needed, click "Delete File."</p> <p>Note: Keep in mind that deleting a file removes it <u>permanently</u>. Only delete if necessary.</p>
 A screenshot of a file upload interface. It shows a dashed box for dragging files, with the text "Drag and drop files here or select files ". Below it, a note says "Each file cannot exceed 1 GB." A red box highlights this area. Below the upload area, a file entry for "testfile.docx" is shown with a green checkmark, size "13.78 KB", and date "1 Jan 2026". A "Type of attachment" section lists several plan types with "X" icons: "1st storey plan", "Company cover letter", "Cross sections and elevations", "Location plan", "Roof plan", "Site plan", "Basement plan", "Certified Arborist report", and "Survey plan". A "Replace" button is at the bottom.	<p>5. To add a new file, follow the same steps in the initial submission. It will appear as a new entry.</p>

	<p>Amending uploaded BIM model (action by assigned Project Parties)</p> <ol style="list-style-type: none">6. In the coordinated BIM section, your draft will be returned during resubmission.7. Select and “replace” the affected section if any amendments to the BIM model require redeclaration by the assigned project party.8. You will be prompted to select the agency’s section that has been affected by the revisions made in this replacement model e.g. “planning parameters”9. .bcf file is acceptable, if the project team has replied to the WD comments through the .bcf file.10. All files are to be encrypted by the relevant QPs
---	--

	<p>11. Once your file is updated, click “review section”.</p> <p>12. If no changes are necessary, click on “review section”.</p>
--	--

15.5 Making Declarations

Project information

Last saved on 6:00pm, 1 January 2026 by Archie Teng

Ready for review

Information provided here is provided by the appointed project party. For any edit, please contact the appointed project party.

PROJECT REFERENCE NO.
AA0912-A0392-2025

Project details

Type of project	Design & Build project
Are you applying for works that have already been built or carried out?	No
Is the land on which the development lies sold under the Government Land Sales	No

SUBMISSION
Plan application (Design Gateway)

SUBMISSION STAGE
Resubmission

ASSIGNED PROJECT PARTY
Archie Teng
Architect
Submission coordinator

Documents

The combined file size of all documents in this submission cannot exceed 10 GB.

82.7 KB of 10 GB used

[View files](#)

[Edit](#) [Proceed to declaration by QP\(s\)](#)

Proceed to declaration (action by Submission Coordinator / Submission Coordinator Assistant)

- Upon completing the resubmission, the submission coordinator may click on “proceed to declaration by QP(s)”.

Note: Only sections that have been edited and resubmitted require re-declarations.

16. Making Amendments after Submission Clearance

16.1 Initiating Amendment

My projects > Project overview (AA0912-A0392-2025) > Submission workspace

Submission workspace

Joint space for project members to manage and prepare project submissions

Gateway submission process
Guided process to obtain the required agency clearances for your project

- Design gateway
- Piling gateway (optional)
- Construction gateway
- Completion
Obtain TOP/CSC approvals from relevant regulatory agencies before requesting for BCA's final clearance
[View TOP/CSC requirements](#)

All submissions
Create and manage your submissions

[Create submission](#)

Search by submission or ES no. Type in keywords e.g. plan application or ES20231212-12345-DG01R00 [Filter](#)

SUBMISSION	STATUS	AGENCY	LAST UPDATED	ACTIONS
Plan application (Construction Gateway)	New Submission EX20260101-50004-CG01R00 Clearance	All	1 Jan 2026	Amend View
Plan application (Design Gateway)	Resubmission EX20260101-50003-DG01R01 Clearance	All	1 Jan 2026	View

1. Once the submission is approved and eligible for an amendment, the submission coordinator gains access to apply for an amendment.

2. Go to the submission workspace and click “Amend” on the submission to be amended.

Note: An amendment can generally be made for all submissions except the Design Gateway submission.

My projects > Project overview (AA0912-A0392-2025) > Submission workspace > View submission timeline

View submission timeline

Last updated on 6:30pm, 1 January 2026

Amendment created
1 January 2026
The Project Coordinator has initiated an amendment to the submission

Plan application (Construction Gateway)	
Submission stage	Amendment
Last saved on	6:30pm, 1 January 2026

[Delete amendment](#) Edit

SECTION	ASSIGNED PROJECT PARTY
Project information	Archie Teng Architect Submission coordinator
Planning parameters	Archie Teng Architect Submission coordinator
External greenery	Archie Teng Architect Submission coordinator

SUBMISSION
Plan application (Construction Gateway)

SUBMISSION STAGE
Amendment

STATUS
Draft

[What is submission status?](#)

E-SUBMISSION NO.
-

[View all members](#)

Actions

[Assign project party](#)

[Edit sections and schemes](#)

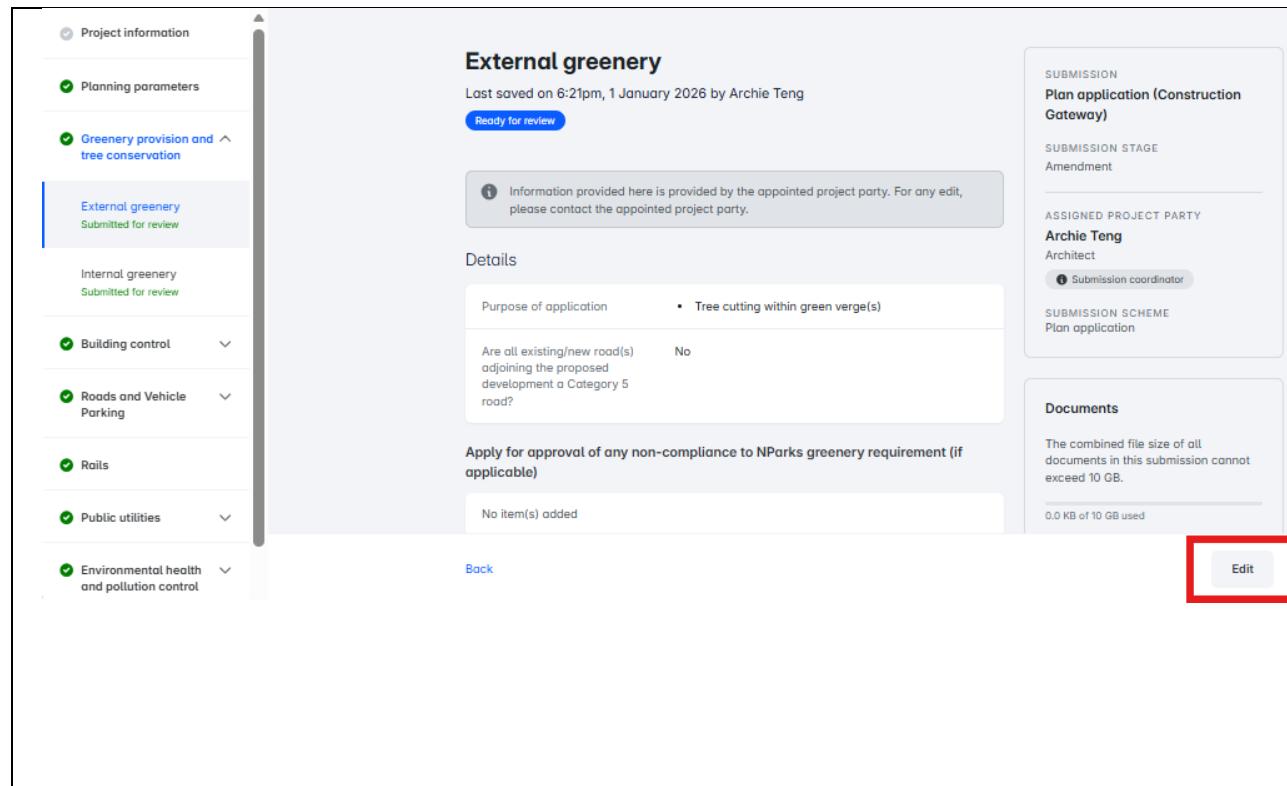
[View responses](#)

[View submission activity](#)

3. A draft amendment submission is created.

4. Click “Edit” to access the amendment submission form.

Note: Click on “Delete amendment” to delete the amendment submission form. This will revert the submission to its last approved status.



External greenery
Last saved on 6:21pm, 1 January 2026 by Archie Teng
Ready for review

Information provided here is provided by the appointed project party. For any edit, please contact the appointed project party.

Details

Purpose of application • Tree cutting within green verge(s)

Are all existing/new road(s) adjoining the proposed development a Category 5 road? No

Apply for approval of any non-compliance to NParks greenery requirement (if applicable)
No item(s) added

SUBMISSION
Plan application (Construction Gateway)
SUBMISSION STAGE
Amendment
ASSIGNED PROJECT PARTY
Archie Teng
Architect
Submission coordinator
SUBMISSION SCHEME
Plan application

Documents
The combined file size of all documents in this submission cannot exceed 10 GB.
0.0 KB of 10 GB used

Edit

5. All approved details from the last submission will be repopulated.
6. The respective QP can click the “Edit” button to initiate the amendment for that section.
7. If there are errors, re-upload the necessary files.
8. All input is automatically saved. However, if unsure, use the “Save Section as Draft” button to preserve your changes.
9. Once changes have been finalised, click on “Review section”.

Project information

Planning parameters

Greenery provision and tree conservation

External greenery
Submitted for review

Internal greenery
Submitted for review

Building control

Roads and Vehicle Parking

Rails

Public utilities

Environmental health and pollution control

Fire safety

Coordinated BIM

Plans

Fee computation

Fee computation

Review payable plan processing fees with breakdown by agency

Based on the inputs in this application, no additional plan processing fees are required for payment.

SUBMISSION
Plan application (Construction Gateway)

SUBMISSION STAGE
Amendment

Checking for fees

10. Check if any fees have been triggered. If empty, it indicates no fees are required.

16.2 Making Declarations

Project information

Planning parameters

Greenery provision and tree conservation

External greenery Submitted for review

Internal greenery Submitted for review

Building control

Roads and Vehicle Parking

Rails

Public utilities

Environmental health and pollution control

Fire safety

Coordinated BIM

Plans

Fee computation

Project information

Last saved on 6:35pm, 1 January 2026 by Archie Teng

[Ready for review](#)

Information provided here is provided by the appointed project party. For any edit, please contact the appointed project party.

PROJECT REFERENCE NO.
AA0912-A0392-2025

Project details

Type of project	Design & Build project
Are you applying for works that have already been built or carried out?	No
Is the land on which the development lies sold under the Government Land Sales Programme?	No
Is the proposed development within Tree Conservation Area or Vacant Land?	No
Are there conserved structures in the development?	No
Is the development located in a Good Class Bungalow Area (GCBA)? (for non-residential landed projects, select no)	No
Are there proposed external works (within Road Reserve)?	No
Are there any of the following civil engineering works involved?	None of the above

[Back](#) [Edit](#) Proceed to declaration by QP(s)

Proceed to declaration (action by Submission Coordinator / Submission Coordinator Assistant)

11. Once the amended sections are finalised, the submission coordinator may click on “proceed to declaration”.

12. All Qualified Persons will now be notified to make their declarations.

Note: All QPs need to redeclare for the amendment, regardless of whether their assigned sections were amended.

Planning parameters
Last saved on 9:50pm, 1 January 2026 by Archie Teng

Pending declaration

Submission is now pending declaration by the appointed project party. For any edits, please contact the submission coordinator to revert submission to draft.

Details

No. of affected storey(s) in this current amendment submission that require URA's approval	1
Broad land use	Health & Medical Care
Is your proposal affected by any scheme?	No
Does your proposal affect any land extensive development?	No
Is the proposal for regularisation of GFA calculation requested by URA?	No

Apply for deviation from the planning requirements (if applicable)
No item(s) added

Use and GFA breakdown

Total Gross Floor Area (GFA)	50.00 m ²
Total use GFA for development use	50.00 m ²
Total bonus GFA per site	-

[Back](#) [Revert to draft](#) [Declare for submission](#)

Submitting Declarations (by assigned Project Parties)

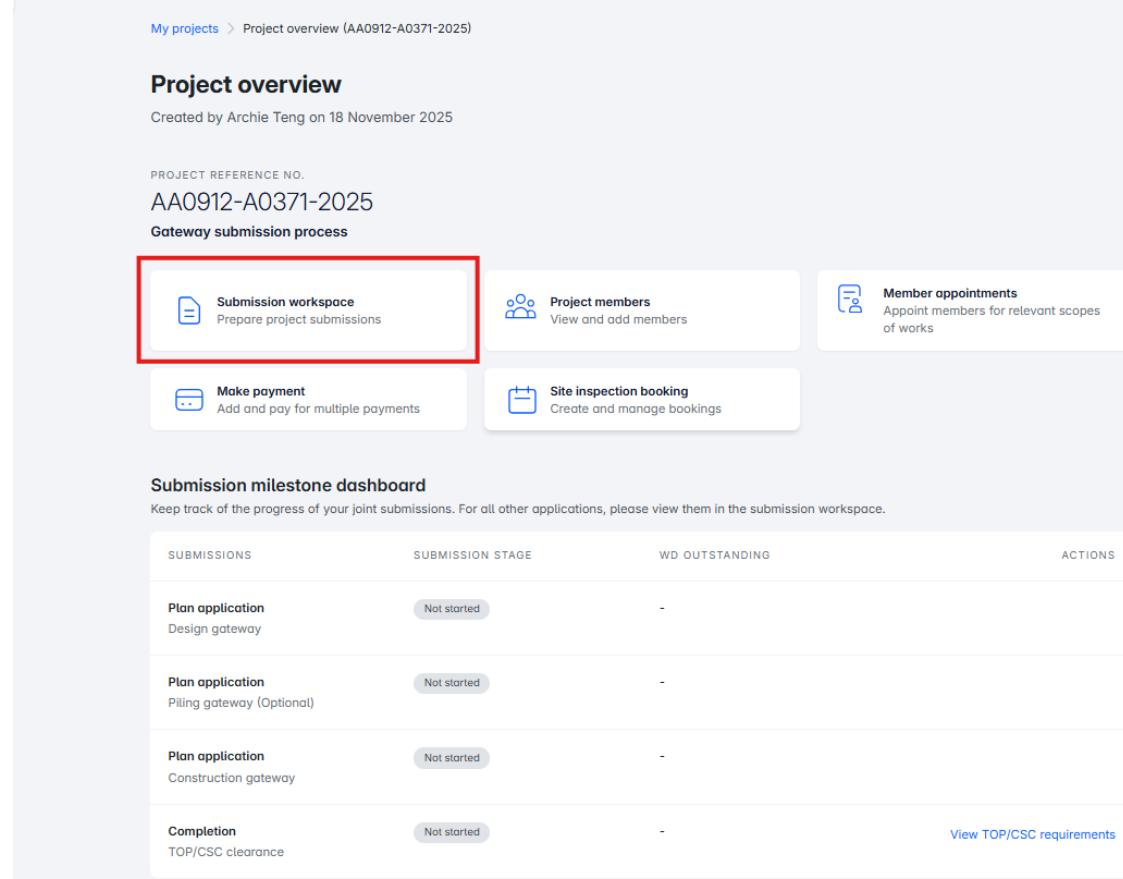
13. For sections that were amended, the declaration will reappear.

14. For sections not amended, review that changes are immaterial and don't require new approval before declaring and submitting.

15. If additional fees are triggered, proceed to make payment by following the steps in [Section 13](#).

17. Submitting Independent Submissions

17.1 Creating an Independent Submission



My projects > Project overview (AA0912-A0371-2025)

Project overview

Created by Archie Teng on 18 November 2025

PROJECT REFERENCE NO.
AA0912-A0371-2025

Gateway submission process

Submission workspace Prepare project submissions (highlighted)

Project members View and add members

Member appointments Appoint members for relevant scopes of works

Make payment Add and pay for multiple payments

Site inspection booking Create and manage bookings

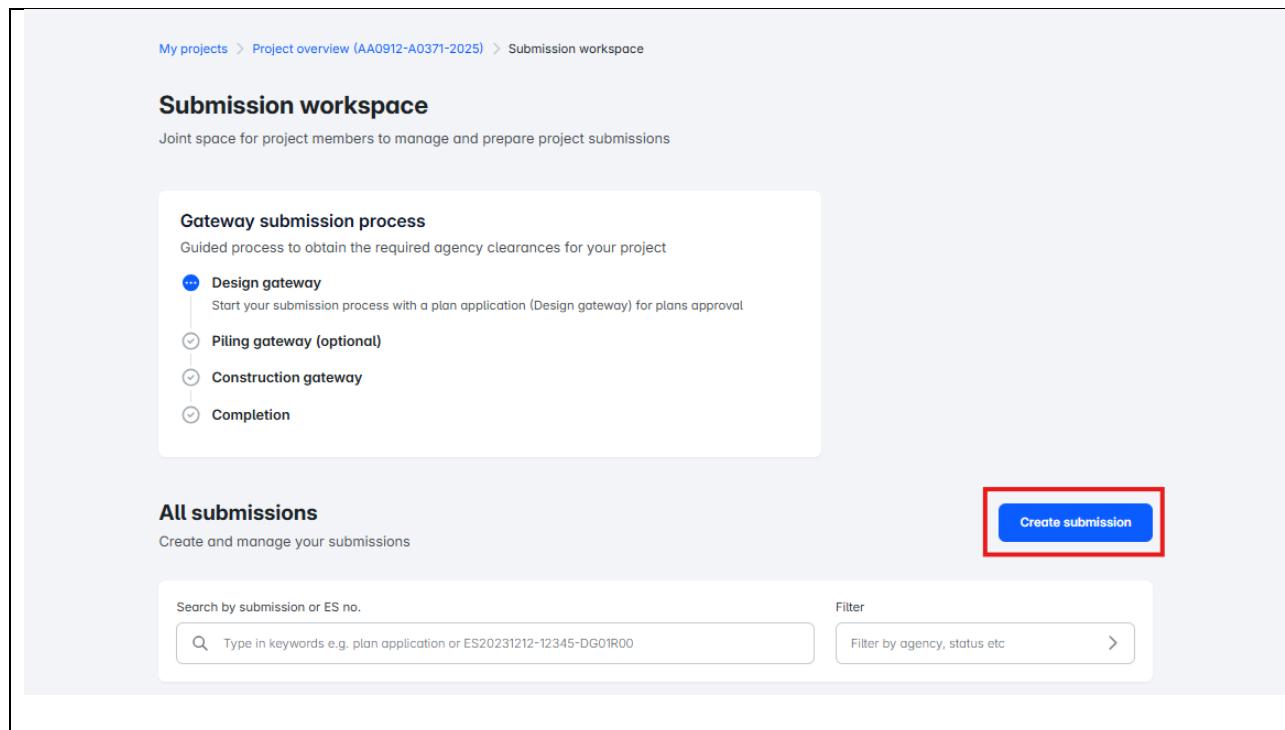
Submission milestone dashboard

Keep track of the progress of your joint submissions. For all other applications, please view them in the submission workspace.

SUBMISSIONS	SUBMISSION STAGE	WD OUTSTANDING	ACTIONS
Plan application Design gateway	Not started	-	
Plan application Piling gateway (Optional)	Not started	-	
Plan application Construction gateway	Not started	-	
Completion TOP/CSC clearance	Not started	-	View TOP/CSC requirements

1. Go to the “Project Overview” page.

2. Click on “Submission Workspace” to initiate a submission.



My projects > Project overview (AA0912-A0371-2025) > Submission workspace

Submission workspace

Joint space for project members to manage and prepare project submissions

Gateway submission process

Guided process to obtain the required agency clearances for your project

- Design gateway
- Piling gateway (optional)
- Construction gateway
- Completion

All submissions

Create and manage your submissions

Search by submission or ES no. Type in keywords e.g. plan application or ES20231212-12345-DG01R00

Filter Filter by agency, status etc >

Create submission

3. The submission workspace dashboard reflects the stage your project is at.

Note: In this example, we are at the Design Gateway (DG)

4. Click on “Create Submission”.

Note: If no submissions have been made, any member can proceed to create one.

<p>Select submission</p> <p>Only applicable submissions will be made available for selection</p> <p>Submission category</p> <p>Independent submission (to individual agencies)</p> <p>Agency</p> <p>National Environment Agency (NEA)</p> <p>Submission</p> <p>Noise assessment</p> <p>Submission coordinator</p> <p>ARCHIE TENG - A0912 (Architect)</p> <p>Cancel</p> <p>Next</p>	<p>5. Select “Independent submission (to individual agencies)”.</p> <p>6. Select the agency and submission type – in this example, the independent submission is a Noise Assessment to be submitted to NEA.</p> <p>Note: The project member creating this submission will be assigned the role of Submission Coordinator for this pre-submission consultation.</p> <p>7. Click “Next”.</p>
---	---

Create submission

Please read the below instructions before proceeding.

Submission details

Submission	Noise assessment
Agency	National Environment Agency (NEA)

Instructions

This submission requires the relevant appointed project party(s) to prepare and submit the application to the selected regulatory agency.

The coordinating QP for this submission may fill in the relevant sections and provide declarations to complete the submission.

Please note applications can only be submitted upon full payment of plan processing fees, where relevant.

[← Back](#) [Cancel](#) [Create](#)

8. Review submission details and click “Create”.

My projects > Project overview (AA0912-A0371-2025) > Submission workspace > View submission timeline

View submission timeline

Last updated on 5:05pm, 2 December 2025

Submission created
2 December 2025
Assign appointed project parties to the respective sections and they can proceed to complete the submission form

Noise assessment

Submission stage	New Submission
Last saved	5:05pm, 2 December 2025

Edit Edit

SUBMISSION
Noise assessment

AGENCY
NEA

SUBMISSION STAGE
New Submission

STATUS
Draft

[What is submission status?](#)

E-SUBMISSION NO.
-

[View all members](#)

Actions

[View responses](#)
[View submission activity](#)

9. An independent submission will be created. At the start, its submission status will be reflected as “draft”.

10. The assigned Project Parties can click on “Edit” to fill in the details and upload documents.

Project information

Noise assessment

Last saved on - **Draft**

Development proposal application
Non-industrial

Is this proposal for new, replacement or relocation of ACMV?
 Yes
 No

Is the noise report prepared by a registered noise consultant?
 Yes
 No

Is this application concurrent with partial TOP of the project?
 Yes
 No

Back **Save section as draft** **Review section**

SUBMISSION
Noise assessment
SUBMISSION STAGE
New Submission

AGENCY
NEA

APPOINTED PROJECT PARTY
Archie Teng
Architect
Submission coordinator

Documents
The combined file size of all documents in this submission cannot exceed 10 GB.
0.0 KB of 10 GB used
View files

Completing the Independent Submission Form

11. A greyed-out tick will appear beside the section(s) to be completed – in this example, the section is “Noise assessment”.

12. The assigned QP(s) can click on these sections to fill in the details and upload required documents.

13. It is recommended for users to “save section as draft” to prevent data loss.

<p>Upload documents</p> <p>Upload all the supporting documents and ensure all files are tagged accordingly</p> <p>What should be included in documents/plans</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Noise assessment report<input checked="" type="checkbox"/> Calibration certificate (if applicable)<input checked="" type="checkbox"/> Specifications and photographs of CU/VRVs/EAFs/FAFs/CTs/Chillers/ACMV equipment (if applicable)<input checked="" type="checkbox"/> Others (optional) <p>Drag and drop files here or select files</p> <p>Each file cannot exceed 1 GB.</p> <p>Test.docx  13.93 KB • 2 Dec 2025</p> <p>Back Save section as draft Review section</p>	<p>14. Once all inputs have been finalised and required documents have been uploaded, click on “Review section”.</p> <p>15. A pop-up window will appear. Click on “Confirm” to proceed.</p>
---	---

17.2 Making Declarations

Noise assessment
Last saved on 5:14pm, 2 December 2025 by Archie Teng
[Ready for review](#)

Information provided here is provided by the appointed project party. For any edit, please contact the appointed project party.

Development proposal application	Non-industrial
Is this proposal for new, replacement or relocation of ACMV?	No
Is the noise report prepared by a registered noise consultant?	Yes
Is this application concurrent with partial TOP of the project?	No
Stage of application for NEA	Before Temporary Compliance Certificate

[Back](#) [Edit](#) [Proceed to declaration by QP\(s\)](#)

Email notification to assigned QP(s):
Declaration required for Noise assessment

The following section(s) of the application is pending declaration by Archie Teng.

- Noise assessment (Declaration under Environmental Public Health Act and Environmental Protection and Management Act)

All appointed project parties are required to login to CORENET X and provide their declaration(s) for the relevant aspect of the submission.

[View submission](#)

Proceed to declaration (action by Submission Coordinator / Submission Coordinator Assistant)

1. After the sections have been locked for review, the submission coordinator may click on “proceed to declaration by QP(s)”.
2. All assigned Qualified Person(s) will now be notified to make their declarations via email.

My projects > Project overview (AA0912-A0371-2025) > Submission workspace > View submission timeline

View submission timeline

Last updated on 5:14pm, 2 December 2025

Pending declaration by appointed project party(s)
2 December 2025

Submission details are reviewed and locked. Declaration forms are sent to all appointed project party(s). All declaration(s) must be in place before submission can be paid.

DECLARATION	APPOINTED PARTY	STATUS
Noise Assessment Declaration under Environmental Public Health Act and Environmental Protection and Management Act	Archie Teng Architect	Pending

Actions

- [View responses](#)
- [View submission activity](#)
- [Delete submission](#)

Note: In this simplified example, the architect (who is also the submission coordinator) is the only one who needs to make the declaration.

3. The submission status will be updated to “pending declaration”.

4. You will be able to view who are the appointed parties who need to submit their declarations.

5. If the submission needs to be amended, the submission coordinator may click on “revert submission to draft”.

Project information

Noise assessment

Last saved on 5:14pm, 2 December 2025 by Archie Teng

Pending declaration

Submission is now pending declaration by the appointed project party. For any edits, please contact the submission coordinator to revert submission to draft.

Development proposal application	Non-industrial
Is this proposal for new, replacement or relocation of ACMV?	No
Is the noise report prepared by a registered noise consultant?	Yes
Is this application concurrent with partial TOP of the project?	No
Stage of application for NEA compliance certificate	Before Temporary Compliance Certificate

Uploaded documents

Back

Revert to draft

Declare for submission

Submission
Noise assessment
SUBMISSION STAGE
New Submission
AGENCY
NEA
APPOINTED PROJECT PARTY
Archie Teng
Architect
Submission coordinator

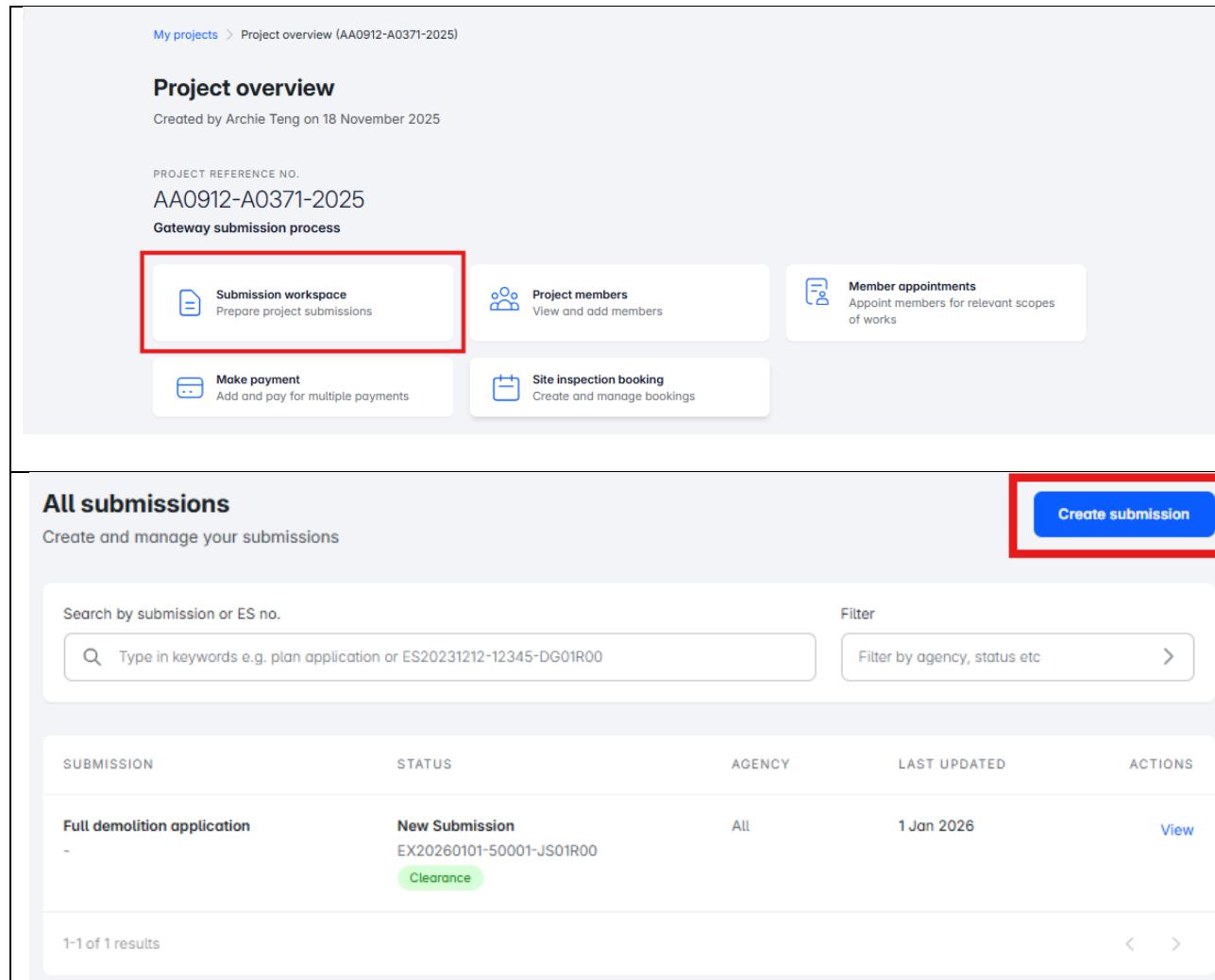
Documents
The combined file size of all documents in this submission cannot exceed 10 GB.
14.0 KB of 10 GB used
[View files](#)

Submit Declaration (action by assigned QP(s))

6. The assigned QP(s) will need to click on the link in their email, which will bring them to the declaration page.
7. Click on “Declare for submission”.

18. Submitting Permit Application to carry out works

18.1 Creating a Submission



The screenshot shows the 'Project overview' page for project AA0912-A0371-2025. The 'Submission workspace' button is highlighted with a red box. The 'All submissions' section shows one result: 'Full demolition application' (Status: New Submission, Last updated: 1 Jan 2026). The 'Create submission' button is highlighted with a red box.

1. Go to the “Project Overview” page.

2. Click on “Submission Workspace”.

3. Click on “Create submission”.

<p>Select submission</p> <p>Only applicable submissions will be made available for selection</p> <p>Submission category</p> <p>Permit application (to carry out works)</p> <p>Agency</p> <p>Building and Construction Authority (BCA)</p> <p>Submission</p> <p>Permit to carry out structural works</p> <p>Application for</p> <p>EX20260101-50001-JS01R00 (Full demolition application)</p> <p>Submission coordinator</p> <p>EUGENE CHIA - E8431 (Professional Engineer (Civil))</p> <p>Cancel</p> <p>Next</p>	<p>4. Select “Permit application (to carry out works)”.</p> <p>Note: For BCA permits, there should be existing approved structural plans, including the structural works approved in Piling and Construction gateways. Only the PE(Civil) appointed for supervision responsibilities can create this submission.</p> <p>5. Select the Agency and Submission Type.</p> <p>6. Select the corresponding structural plan approval ES number to proceed.</p> <p>Note: The project member creating this submission will be assigned the role of Submission Coordinator for this submission.</p> <p>7. Click “Next”.</p>
--	--

<p>Create submission</p> <p>Please read the below instructions before proceeding.</p> <table border="1" data-bbox="361 319 1215 557"><tr><td colspan="2">Submission details</td></tr><tr><td>Submission</td><td>Permit to carry out structural works</td></tr><tr><td>Agency</td><td>Building and Construction Authority (BCA)</td></tr><tr><td>Application for</td><td>EX20260101-50001-JS01R00 (Full demolition application)</td></tr></table> <p>Instructions</p> <p>This submission requires the relevant appointed project parties to jointly prepare and submit the application to regulatory agencies.</p> <p>The main QP coordinating this permit application shall ensure that all relevant QPs, Builder and site supervisors have been appointed as only the appointed parties may fill in the relevant sections and provide declarations to complete the submission.</p> <p>Please note applications can only be submitted upon full payment of plan processing fees.</p>	Submission details		Submission	Permit to carry out structural works	Agency	Building and Construction Authority (BCA)	Application for	EX20260101-50001-JS01R00 (Full demolition application)	<p>8. Select “Create”.</p> <p>Note: Builder must be appointed before this step, so that his name appears in the drop-down list for selection.</p>
Submission details									
Submission	Permit to carry out structural works								
Agency	Building and Construction Authority (BCA)								
Application for	EX20260101-50001-JS01R00 (Full demolition application)								

My projects > Project overview (AA0912-A0392-2025) > Submission workspace > View submission timeline

View submission timeline

Last updated on 5:09pm, 1 January 2026

Submission created
1 January 2026
Assign appointed project parties to the respective sections and they can proceed to complete the submission form

Permit to carry out structural works

Submission stage	New Submission
Last saved	5:09pm, 1 January 2026

Edit (highlighted)

SECTION	ASSIGNED PROJECT PARTY
Permit details BCA	Eugene Chia Professional Engineer (Civil) Submission coordinator
Supervision of structural works BCA	Eugene Chia Professional Engineer (Civil) Submission coordinator
Manpower, Constructability and Specialist building works BCA	i No assigned project party Please assign a project party to this section

SUBMISSION
Permit to carry out structural works

AGENCY
BCA

APPLICATION FOR
EX20260101-50001-JS01R00 (Full demolition application)

SUBMISSION STAGE
New Submission

STATUS
Draft

[What is submission status?](#)

E-SUBMISSION NO.
-

[View all members](#)

Actions

[Assign project party](#)
[View responses](#)
[View submission activity](#)
[Delete submission](#)

9. A draft submission will be created. As there may be multiple parties involved in the submission, assign the project parties into each of the sections before proceeding. See “assign project party” section for more information.

10. Click on “Edit” to fill in the submission form.

<div><p>Demolition information</p><p>Building control</p><p>Structural works</p><p>Permit details</p><p>Supervision of works</p><p>Manpower, Constructability and Specialist building works</p><p>Permit details</p><p>Last saved on - Draft</p><p>Expected date of commencement <input type="text" value="DD/MM/YYYY"/> Duration of works <input type="text"/> months</p><p>Upload documents</p><p>Upload all the supporting documents and ensure all files are tagged accordingly</p><p><input checked="" type="checkbox"/> Cover letter (if applicable)</p><p><input checked="" type="checkbox"/> Impact assessment report (reg_32_Annex A) (if applicable)</p><p><input checked="" type="checkbox"/> Notification of communication plan for landed development projects (if applicable)</p><p><input checked="" type="checkbox"/> Site supervision plan (if applicable)</p><p><input checked="" type="checkbox"/> Others (optional)</p><p>Drag and drop files here or select files</p><p>Save section as draft Review section</p></div>	<p>Input Permit Details (action by QP (Supervision), i.e. PE (Civil) appointed for supervision of structural works)</p> <p>11. QP (Supervision) is to input the permit details.</p> <p>12. Once all fields have been filled in, click on “review section”.</p>
---	---

Demolition information

Building control

Structural works

Permit details

Supervision of works

- Supervision of structural works
- Manpower, Constructability and Specialist building works

Supervision of structural works

Last saved on - **Draft**

Total no. of RE/RTO supervising the works

No. of Resident Engineer(s) (RE) **0** No. of Resident Technical Officer(s) (RTO) **0**

Supervision of works

Does this project require RE/RTO?

Select the applicable option(s)

Appointed project party will supervise the structural works

RE/RTO will be the site supervisor

RE/RTO will be the site supervisor (offshore supervision carried out by non-singpass holder)

Upload documents

Back Save section as draft Review section

SUBMISSION
Permit to carry out structural works

SUBMISSION STAGE
New Submission

AGENCY
BCA

APPLICATION FOR
EX20260101-50001-JS01R00 (Full demolition application)

ASSIGNED PROJECT PARTY
Eugene Chia
Professional Engineer (Civil)
Submission coordinator

Documents
The combined file size of all documents in this submission cannot exceed 10 GB.
0.0 KB of 10 GB used

Provide inputs for Supervision of Structural Works (action by QP (Supervision))

13. QP (Supervision) is to provide inputs for this section.

14. QP (Supervision) shall indicate the Resident Engineer (RE) and Resident Technical Officer (RTO) involved for the project into the project in the permit. Their names will appear in the drop-down list for selection when they are successfully added into the project.

15. The QP (Supervision) is responsible for adding the RE and RTO involved for the project into the project. Like every other project member, the REs and RTOs are required to login to the system and acknowledge their addition to the project. Following this, the QP (supervision) may then see their names appear in the permit form for selection.

16. If Geotechnical works are involved as per indicated during the creation of this form, “Supervision of Geotechnical Building works” section will also be generated. PE (Geotechnical) appointed for supervision of the works can access this section to make their inputs.

17. Once all fields have been filled in, click on “review section”.

Tip: Refer to “does this project require RE/RTO?” to see the requirements.

	<p>Provide inputs for Manpower, Constructability and Specialist Building Works (action by Building Technical Controller)</p> <p>18. Technical Controller (TC) is to provide inputs for this section.</p> <p>19. If there are specialist building works involved, the TC shall select the appointed licensed specialist builder (LSB) accordingly involved in the works under this permit.</p> <p>Contact the PC to add the LSB and complete the appointment process. Their names will appear in the list thereafter.</p> <p>20. Once all fields have been filled in, click on “Review section”.</p>
--	--

18.2 Making Declarations

<p>Demolition information</p> <p>Building control</p> <p><input checked="" type="checkbox"/> Permit details</p> <p><input checked="" type="checkbox"/> Supervision of works</p> <p>Supervision of structural works</p> <p>Submitted for review</p> <p><input checked="" type="checkbox"/> Manpower, Constructability and Specialist building works</p>	<p>Manpower, Constructability and Specialist building works</p> <p>Last saved on 5:14pm, 1 January 2026 by Brendon Soh</p> <p>Ready for review</p> <p><small>Information provided here is provided by the appointed project party. For any edit, please contact the appointed project party.</small></p> <p>No. of workers for the worksite in this permit <input type="text" value="100"/></p> <p>Constructability Score (for projects GFA $\geq 5,000 \text{ m}^2$)</p> <table border="1"> <tr> <td>Is Constructability Score applicable?</td> <td>No</td> </tr> <tr> <td>Please specify</td> <td>Waiver is obtained</td> </tr> </table> <p>Specialist Builder(s) details</p> <table border="1"> <tr> <td>Are there specialist building</td> <td>No</td> </tr> </table> <p>Back</p>	Is Constructability Score applicable?	No	Please specify	Waiver is obtained	Are there specialist building	No	<p>SUBMISSION Permit to carry out structural works</p> <p>SUBMISSION STAGE New Submission</p> <p>AGENCY BCA</p> <p>APPLICATION FOR EX20260101-50001-JS01R00 (Full demolition application)</p> <p>ASSIGNED PROJECT PARTY Brendon Soh Licensed Builder (Technical Controller) / Licensed Builder (Approved Person)</p> <p>LICENSED BUILDER MOCK FIRM 236Z</p> <p>Documents The combined file size of all documents in this submission cannot exceed 100 MB.</p> <p>Proceed to declaration by QP(s)</p> <p>Proceed to Declarations (action by Submission Coordinator / Submission Coordinator Assistant)</p> <ol style="list-style-type: none"> 1. A green tick will appear beside completed sections. <p>Note: Submission Coordinator / Assistant will receive notifications when a section is completed as well.</p> <ol style="list-style-type: none"> 2. After all sections in a form have been completed by all assigned QPs, the Submission Coordinator is to trigger declaration for all QPs by clicking on “Proceed to declaration by QP(s)”. <p>Note: While assigned project parties can prepare their respective sections concurrently, they are not allowed to declare for their respective sections until all inputs are completed.</p>
Is Constructability Score applicable?	No							
Please specify	Waiver is obtained							
Are there specialist building	No							

My projects > Project overview (AA0912-A0392-2025) > Submission workspace > View submission timeline

View submission timeline

Last updated on 5:16pm, 1 January 2026

Pending declaration by appointed project party(s)
1 January 2026

Submission details are reviewed and locked. Declaration forms are sent to all appointed project party(s). All declaration(s) must be in place before submission can be paid.

Permit to carry out structural works

Submission stage	New Submission
Reviewed on	5:16pm, 1 January 2026

[Revert submission to draft](#) [View](#)

DECLARATION	APPOINTED PARTY	STATUS	⋮
Permit details Building Control Act	Eugene Chia Professional Engineer (Civil)	Pending	⋮
Supervision of structural works Building Control Act	Eugene Chia Professional Engineer (Civil)	Pending	⋮
Manpower, Constructability and Specialist building works Building Control Act	MOCK FIRM 236Z Licensed Builder	Pending	⋮

Submission created
1 January 2026

SUBMISSION
Permit to carry out structural works

AGENCY
BCA

APPLICATION FOR
EX20260101-50001-JS01R00 (Full demolition application)

SUBMISSION STAGE
New Submission

STATUS
Pending declaration

[What is submission status?](#)

E-SUBMISSION NO.
-

[View all members](#)

Actions

- [Assign project party](#)
- [View responses](#)
- [View submission activity](#)
- [Delete submission](#)

3. The status of the submission in the “Submission Workspace” will be updated to “Pending declaration”.

4. An email will be sent to all Qualified Persons to inform them to make their declarations.

5. Project Coordinators / Assistants can track the declarations by viewing the status of the individual sections.

Note: If revisions are needed, the submission coordinator can click on the “Revert submission to draft” button to return the submission to draft status for necessary edits.

Demolition information

Building control ▾

✓ Permit details

✓ **Supervision of works** ▾

- Supervision of structural works
- Submitted for review

✓ Manpower, Constructability and Specialist building works

Supervision of structural works

Last saved on 5:16pm, 1 January 2026 by Eugene Chia

Pending declaration

Info Submission is now pending declaration by the appointed project party. For any edits, please contact the submission coordinator to revert submission to draft.

Total no. of RE/RTO supervising the works

No. of Resident Engineer(s) (RE)	1
No. of Resident Technical Officer(s) (RTO)	0

Supervision of works

Select the applicable option(s) • Appointed project party will supervise the structural works

Appointed project party will supervise the structural works

To conduct full-time supervision of structural works as required in Section 7(1)(b) of the Building Control Act in the capacity of: RE

Phase deployment All phases

Unloaded documents

Back Revert to draft **Declare for submission**

Submission
Permit to carry out structural works

Submission Stage
New Submission

Agency
BCA

Application for
EX20260101-50001-JS01R00 (Full demolition application)

Assigned Project Party
Eugene Chia
Professional Engineer (Civil)
Info Submission coordinator

Documents

The combined file size of all documents in this submission cannot exceed 10 GB.

- 27.6 KB of 10 GB used

[View files](#)

Submit Declarations (by assigned Project Parties)

- As the assigned project party, review all information and proceed by clicking on “Declare for submission”.
- The submission status will be updated to “Pending Payment”.
- Proceed to make payment by following the steps in [Section 13](#).

Declaration By

Name	Eugene Chia
Role	Professional Engineer (Civil)
Firm name	MOCK FIRM 430P
UEN	S85ER7430P

DATE

1 January 2026

[Cancel](#) [Declare and Submit](#)

My projects > Project overview (AA0912-A0392-2025) > Submission workspace

Submission workspace

Joint space for project members to manage and prepare project submissions

Gateway submission process
Guided process to obtain the required agency clearances for your project

- Design gateway
- Piling gateway (optional)
- Construction gateway
- Completion

All submissions
Create and manage your submissions [Create submission](#)

Search by submission or ES no. Filter

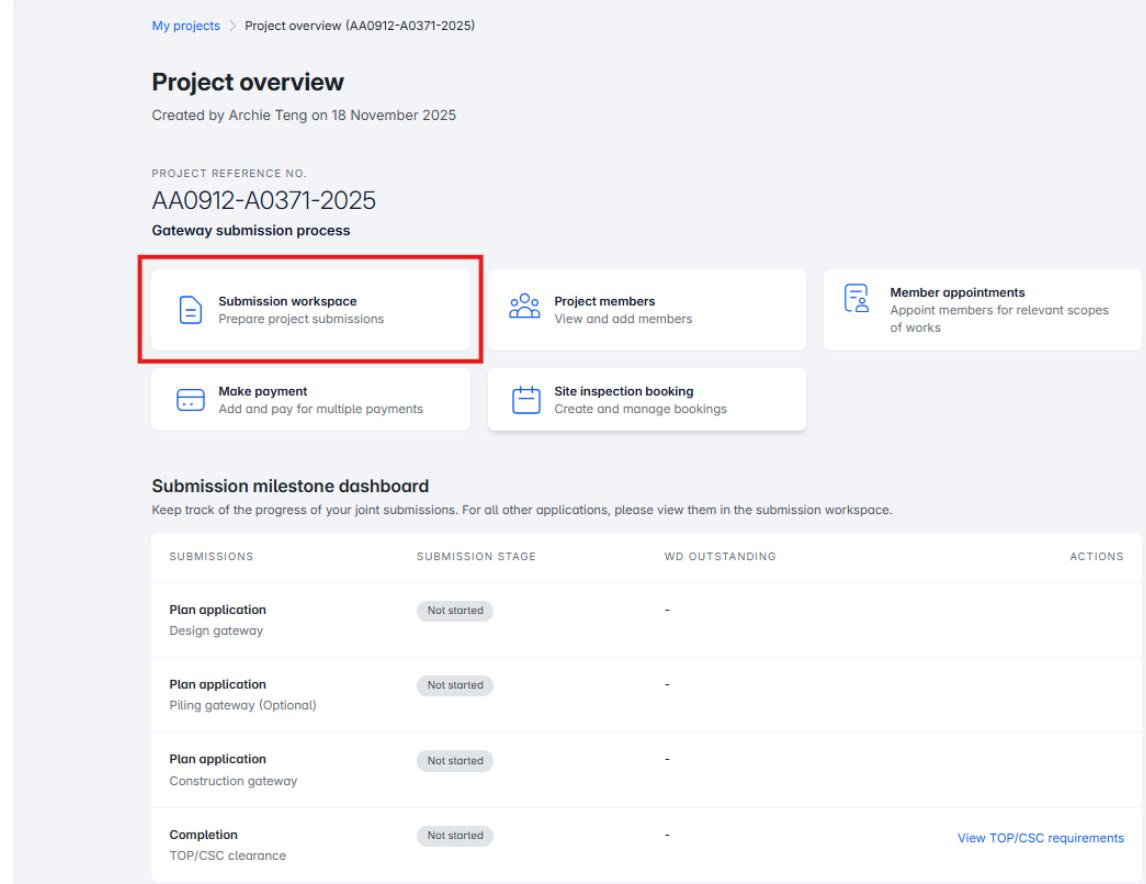
SUBMISSION	STATUS	AGENCY	LAST UPDATED	ACTIONS
Permit to carry out structural works For: EX20260101-50001-JS01R00 (Full demolition application)	New Submission EX20260101-50002-BC01R00 Processing	BCA	1 Jan 2026	View
Full demolition application -	New Submission EX20260101-50001-JS01R00 Clearance	All	1 Jan 2026	Amend View

1-2 of 2 results < >

10. After all QPs have made their declarations, the submission status will be updated to “Processing”.

19. Applying for Waiver

19.1 Creating a Waiver Application



My projects > Project overview (AA0912-A0371-2025)

Project overview

Created by Archie Teng on 18 November 2025

PROJECT REFERENCE NO.
AA0912-A0371-2025

Gateway submission process

Submission workspace Prepare project submissions (highlighted)

Project members View and add members

Member appointments Appoint members for relevant scopes of works

Make payment Add and pay for multiple payments

Site inspection booking Create and manage bookings

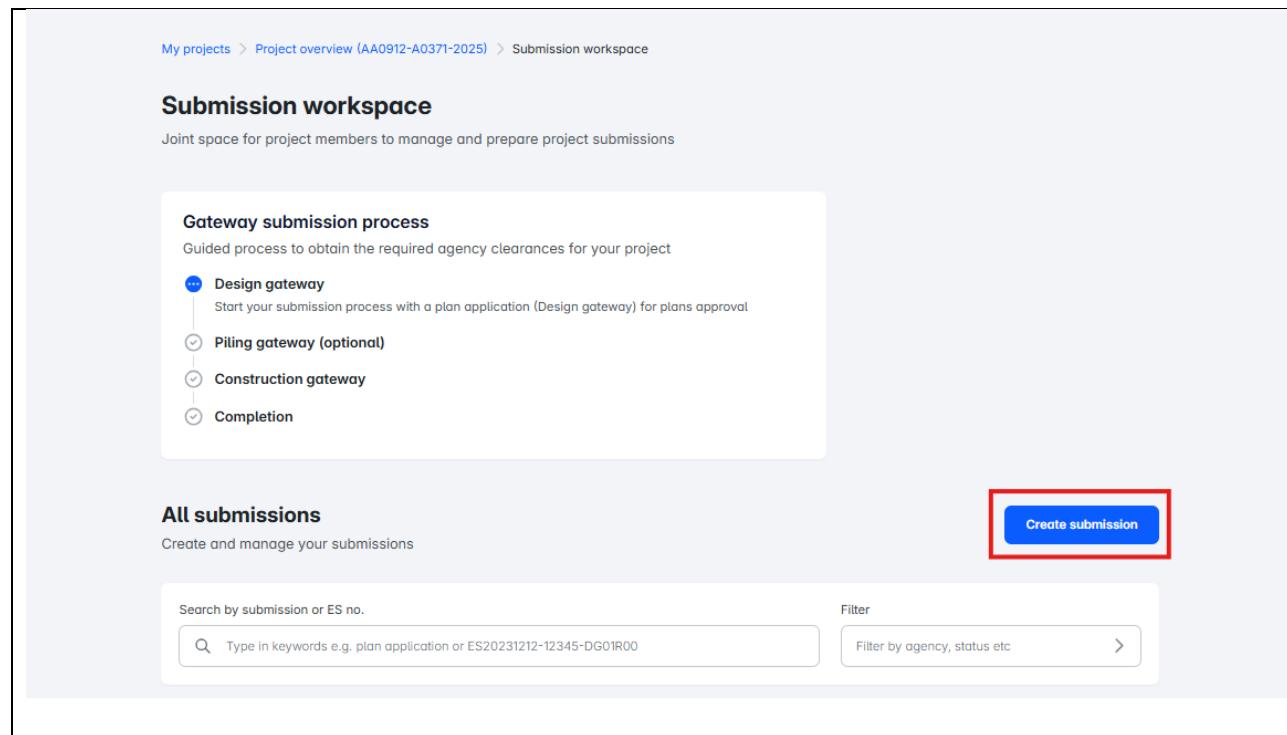
Submission milestone dashboard

Keep track of the progress of your joint submissions. For all other applications, please view them in the submission workspace.

SUBMISSIONS	SUBMISSION STAGE	WD OUTSTANDING	ACTIONS
Plan application Design gateway	Not started	-	
Plan application Piling gateway (Optional)	Not started	-	
Plan application Construction gateway	Not started	-	
Completion TOP/CSC clearance	Not started	-	View TOP/CSC requirements

1. Go to the “Project Overview” page.

2. Click on “Submission Workspace” to initiate a submission.



My projects > Project overview (AA0912-A0371-2025) > Submission workspace

Submission workspace

Joint space for project members to manage and prepare project submissions

Gateway submission process
Guided process to obtain the required agency clearances for your project

- Design gateway
Start your submission process with a plan application (Design gateway) for plans approval
- Piling gateway (optional)
- Construction gateway
- Completion

All submissions
Create and manage your submissions

Create submission

3. The submission workspace dashboard reflects the stage your project is at.

Note: In this example, we are at the Design Gateway (DG)

4. Click on “Create Submission”.

Note: If no submissions have been made, any member can proceed to create one.

<p>Select submission</p> <p>Only applicable submissions will be made available for selection</p> <p>Submission category</p> <p>Waiver/non-compliance</p> <p>Agency</p> <p>Singapore Civil Defence Force (SCDF)</p> <p>Agency category</p> <p>Fire Safety</p> <p>Cancel</p> <p>Next</p>	<p>5. Select “Waiver / Non-compliance”.</p> <p>6. Select the agency and category for which the waiver is to be submitted.</p> <p>7. Click “Next”.</p>
---	---

Create submission

Please read the below instructions before proceeding.

Submission details	
Agency category	Fire Safety
Submission	Waiver/non-compliance
Agency	Singapore Civil Defence Force (SCDF)

Instructions

This application for waiver/non-compliance will be made to the single selected agency pertaining to their specific regulations, requirements and conditions.

Application can be made either:

- Prior to a formal plan application to the agency (e.g to seek specific waivers upfront), or
- In response to a condition/guideline imposed by the agency (e.g as part of Written Direction)

To ensure a smooth process, please provide adequate details, clear descriptions and annotations. Include information such as detailed plans and drawings, photos and any other supporting documents or materials necessary to illustrate and justify the request for the agency's review.

Please note that the application will only be successfully accepted after payment (if applicable) is made.

The outcome of the application is final once decided by the respective agency's panel. Appeal for the same waiver with the same design will not be accepted.

[← Back](#) [Cancel](#) [Create](#)

8. Review submission details and click "Create".
9. An email will be sent to the assigned Qualified Person(s) to inform them to prepare the waiver submission.

View submission timeline

Last updated on 3:04pm, 2 December 2025

Submission created
2 December 2025
Assign appointed project parties to the respective sections and they can proceed to complete the submission form

Waiver/non-compliance	
Submission stage	New Submission
Last saved	3:04pm, 2 December 2025

Edit

SUBMISSION
Waiver/non-compliance

AGENCY
SCDF (Fire Safety)

SUBMISSION STAGE
New Submission

STATUS
Draft

[What is submission status?](#)

E-SUBMISSION NO.
-

[View all members](#)

Actions

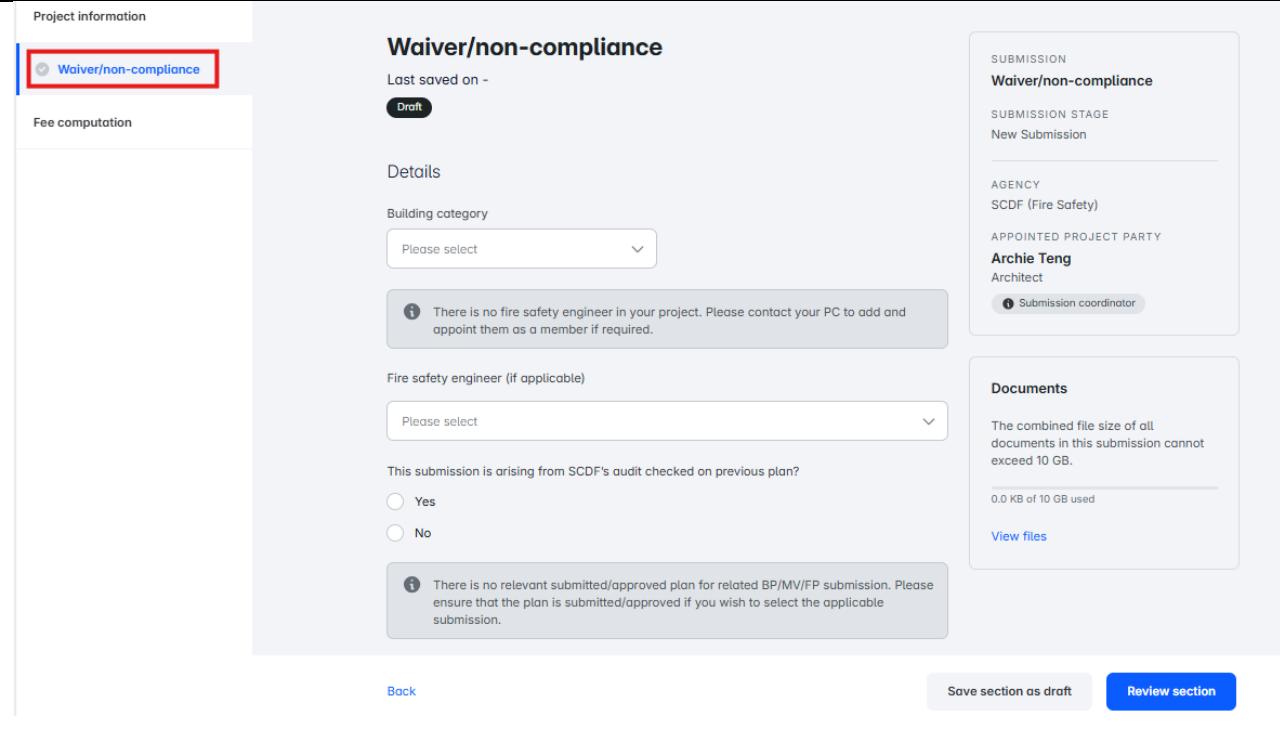
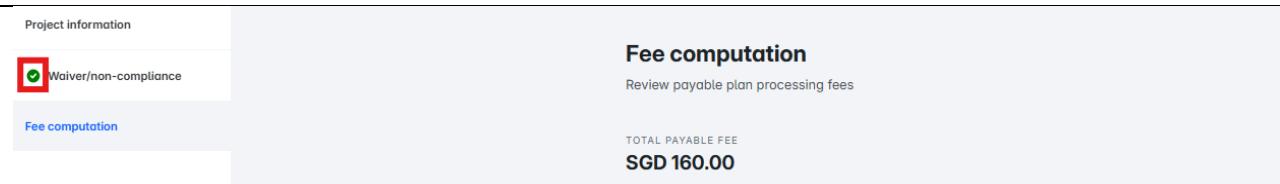
[View responses](#)

[View submission activity](#)

[Delete submission](#)

10. A waiver submission will be created. At the start, its submission status will be reflected as “draft”.

11. The assigned Qualified Person(s) click on “Edit” to fill in the Waiver details and upload documents.

	<h3>Completing the Waiver Submission</h3> <ol style="list-style-type: none"> 12. The assigned QP can click on the “Waiver/non-compliance” section to fill in the details and upload required documents. 13. It is recommended for users to “save section as draft” to prevent data loss. 14. Once this section is finalised, click on “Review section”.
	<ol style="list-style-type: none"> 15. Once the section has been locked for review, a green tick will appear.

19.2 Review Computation of Fees

Project information

Waiver/non-compliance

Fee computation

Review payable plan processing fees

TOTAL PAYABLE FEE
SGD 160.00

Cost breakdown

AGENCY
Singapore Civil Defence Force (SCDF) 

SUBMISSION
Waiver/non-compliance application 160.00
No. of waiver/non-compliance item: 1

Subtotal 160.00

Total plan fee payable (SGD) 160.00

[Back](#) Submit

Review Fees for Waiver Application

1. Select the “Fee computation” section to review payable fees.
2. Click “Submit” and confirm to submit the waiver application.

View submission timeline

Last updated on 12:04pm, 5 December 2025

Submission pending payment
8 December 2025
Submission will only be submitted to the regulatory agencies after payment is made

[View submission](#)

Waiver/non-compliance

Submission stage	New Submission
Reviewed on	12:04pm, 5 December 2025

[Revert submission to draft](#) [View](#)

Singapore Civil Defence Force (SCDF)

Amount payable	SGD 160.00
Status	Pending payment

[Ask someone to pay](#) [Make payment](#)

Submission created
2 December 2025

SUBMISSION
Waiver/non-compliance

AGENCY
SCDF (Fire Safety)

SUBMISSION STAGE
New Submission

STATUS
Pending payment

[What is submission status?](#)

E-SUBMISSION NO.
EX20251208-50001-SC01W00

[View all members](#)

Actions

[View responses](#)
[View submission activity](#)
[Delete submission](#)

Make Payment

3. The status of the waive application will be updated to “pending payment”.
4. Make payment by following the steps in [Section 13](#).

20. Submitting for Completion (TOP/CSC)

Submission milestone dashboard			
Keep track of the progress of your joint submissions. For all other applications, please view them in the submission workspace.			
SUBMISSIONS	SUBMISSION STAGE	WD OUTSTANDING	ACTIONS
Plan application Design gateway	Resubmission EX20260101-50003-DG01R01 Clearance	-	View submission
Plan application Piling gateway (Optional)	Not started	-	
Plan application Construction gateway	Amendment EX20260101-50004-CG02R00 Clearance	-	View submission
Completion TOP/CSC clearance	Not started	-	View TOP/CSC requirements

1. After clearing the Design Gateway, Piling Gateway (if applicable) and Construction Gateway or the Direct Submission Process, the clearances will be reflected on the submission milestone dashboard in the “Submission Workspace”.

2. You will see that the status for the “Completion” stage is reflected as “Not started”.

3. Click on “View TOP/CSC requirements” to proceed.

20.1 Booking Site Inspections

View TOP/CSC requirements

Please ensure that the below clearances are obtained before applying for a TOP or CSC with BCA.

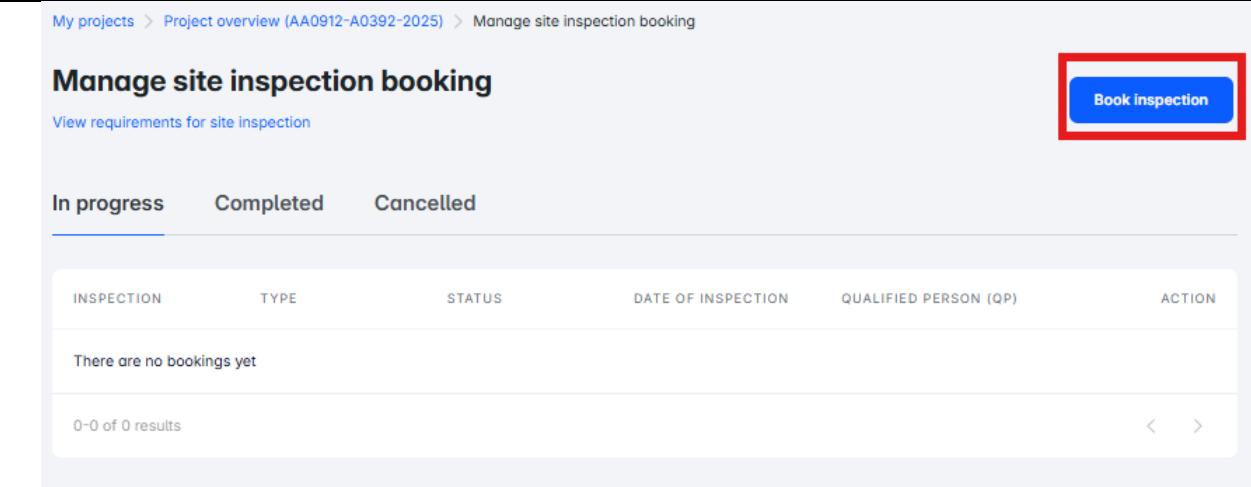
Site inspection	Technical clearance	Certificate of Supervision and As-Built	Completion of Structural work
<p><i>View the checklist(s) for more details and ensure that all required inspections are conducted</i></p>			
INSPECTION	INSPECTION REQUIREMENT	LATEST UPDATED	ACTION
▼ TOP/CSC BCA	May require	-	View checklist
▼ Civil Defence Shelter (Non-Transit/Non-Public) BCA	May require	-	View checklist

Manage inspection booking

4. Site inspections can be booked through “Site inspection booking” on the Project overview page or in the TOP/CSC requirements page.

5. On the TOP/CSC requirements page, you can view the site inspection requirements for TOP/CSC – click on “view checklist” for detailed requirements.

6. You may click on “manage inspection booking” to book inspections.



My projects > Project overview (AA0912-A0392-2025) > Manage site inspection booking

Manage site inspection booking

[View requirements for site inspection](#)

In progress Completed Cancelled

INSPECTION	TYPE	STATUS	DATE OF INSPECTION	QUALIFIED PERSON (QP)	ACTION
There are no bookings yet					

0-0 of 0 results

7. Go to the “Manage Site Inspection Booking” page.

8. Click on “Book Inspection”. Proceed to book your preferred slot.

Note: Currently, only booking of site inspections by the Building and Construction Authority (BCA) are supported in CORENET X Submission Portal.

Other agencies’ site inspection booking will be progressively introduced and will currently remain status quo, where project teams can approach the agency directly to make the bookings.

20.2 Checking Required Technical Clearances

View TOP/CSC requirements

Please ensure that the below clearances are obtained before applying for a TOP or CSC with BCA.

Site inspection	Technical clearance	Certificate of Supervision and As-Built	Completion of Structural works
<p>Tip: Please obtain the necessary technical clearances from the below agencies. If the project is subject to approval by BCA under the Building Control Act, please note that these technical clearances are necessary in order for BCA to issue Temporary Building Permit (TOP) or Certificate of Statutory Completion (CSC) for the project.</p>			
AGENCY	TOP CLEARANCE STATUS	CSC CLEARANCE STATUS	ACTIONS
Planning parameters URA	Direct technical clearance (CSC) is required	Not submitted	View checklist
Greenery provision and tree conservation NParks	Not required	Not submitted	View checklist
Roads LTA	Not required	Not submitted	View checklist
Rails LTA	Not required	Not applicable	View checklist
Vehicle Parking with/without Electric Vehicles (EV) charging provisions LTA	Not required	Not applicable	View checklist
Drainage PUB	Not submitted	Not submitted	View checklist

- If you are uncertain which technical clearances are required from agencies based on submitted plans, you may go to the “Submission Workspace” and click on “View TOP/CSC requirements” under the submission milestone dashboard.
- Click on the “Technical Clearance” tab. This section informs you whether your latest approved construction gateway requires TOP/CSC clearances from each agency.
- Tip:** Click on “view checklist” to understand each agency’s requirements for technical clearance.
- Obtain the required technical clearances by following the steps in [Section 20.3](#).

20.3 Obtaining Required Technical Clearances

<p>Select submission</p> <p>Only applicable submissions will be made available for selection</p> <p>Submission category</p> <p>Technical clearances (certificate of supervision etc.)</p> <p>Agency</p> <p>Urban Redevelopment Authority (URA)</p> <p>Submission</p> <p>Application for technical clearance (CSC)</p> <p>Agency category</p> <p>Planning parameters</p> <p>Submission coordinator</p> <p>ARCHIE TENG - A0912 (Architect)</p> <p>Cancel</p> <p>Next</p>	<ol style="list-style-type: none">1. Go to the Submission Workspace and click on “Create Submission”.2. Select “Technical clearances” under the Submission category.3. Choose the appropriate forms to be submitted for technical clearance.4. Click “Next” and complete the guided submission to obtain the relevant technical clearance.
---	---

View TOP/CSC requirements

Please ensure that the below clearances are obtained before applying for a TOP or CSC with BCA.

Site inspection	Technical clearance	Certificate of Supervision and As-Built	Completion of Structural works
<p>ⓘ Please obtain the necessary technical clearances from the below agencies. If the project is subject to approval by BCA under the Building Control Act, please note that these technical clearances are necessary in order for BCA to issue Temporary Building Permit (TOP) or Certificate of Statutory Completion (CSC) for the project.</p>			
AGENCY	TOP CLEARANCE STATUS	CSC CLEARANCE STATUS	ACTIONS
Planning parameters URA	ⓘ Direct technical clearance (CSC) is required	Clearance	View checklist
Greenery provision and tree conservation NParks	ⓘ Not required	Not submitted	View checklist
Roads LTA	ⓘ Not required	Not submitted	View checklist

- Once the relevant technical clearance has been obtained, the clearance status will be updated to “Clearance”.
- Ensure that all required items’ statuses are updated to “Cleared” in the respective stages before applying for overall TOP/CSC to BCA.

20.4 Certificate of Supervision and As-Built

View TOP/CSC requirements	Please ensure that the below clearances are obtained before applying for a TOP or CSC with BCA.		
Site inspection	Technical clearance	Certificate of Supervision and As-Built	Completion of Structural works
		CERTIFICATE OF SUPERVISION/AS-BUILT	STATUS
		As-built Buildable Design Score Calculations BCA	Not submitted
		As-built Constructability Score Calculations BCA	Not submitted
		As-built Environmental Sustainability documentation BCA	Not submitted
		Builder's certificate BCA	Not submitted
		Certificate of Supervision of Air-Conditioning and Mechanical Ventilation System(s) BCA	Not submitted
		Certificate of Supervision of Lightning Protection system BCA	Not submitted
		Commissioning of Civil Defence shelter BCA	Not submitted
		Commissioning test report (public/transit shelter) BCA	Not submitted
		Notice of Approval of Commissioning (NOAC) (Transit shelter) BCA	Not submitted

7. Depending on project requirements, not all Certificate of Supervision and As-Build Forms may be required to be submitted.
8. Submit required forms and track the status.

20.5 Completion of Structural Works

View TOP/CSC requirements

Please ensure that the below clearances are obtained before applying for a TOP or CSC with BCA.

Site inspection	Technical clearance	Certificate of Supervision and As-Built	Completion of Structural works
<div><p>⚠ There are approved structural plan(s) not tied to permit Please ensure that all structural plan(s) are tied to an approved permit and the necessary clearances is obtained before applying for a TOP/CSC clearance.</p><p>View approved plan(s) not tied to permit</p></div>			
APPROVED PERMIT(S)	RELATED STRUCTURAL PLAN(S)	C-FORM(S) STATUS	ACTIONS
Structural plan and permit application ES20230922-50016-BC01R00	ES20230922-50016-BC01R00 (Structural plan and permit application)	Not submitted	Manage structural plans View permit

1-1 of 1 results

1. Go to the “Submission Workspace” and click on “View TOP/CSC requirements” under the submission milestone.
2. Click on the “Completion of Structural works” tab. This feature allows tracking of approved permits and structural plans, and if the required C-forms have been submitted.
3. A yellow banner may indicate an outstanding approved structural plan not linked to permits.
4. Click 'View Approved Plan not tied to Permit' to view the required next steps.

Note: The C-forms can be applied through “Technical Clearances” to BCA under “Completion of structural works”.

View TOP/CSC requirements

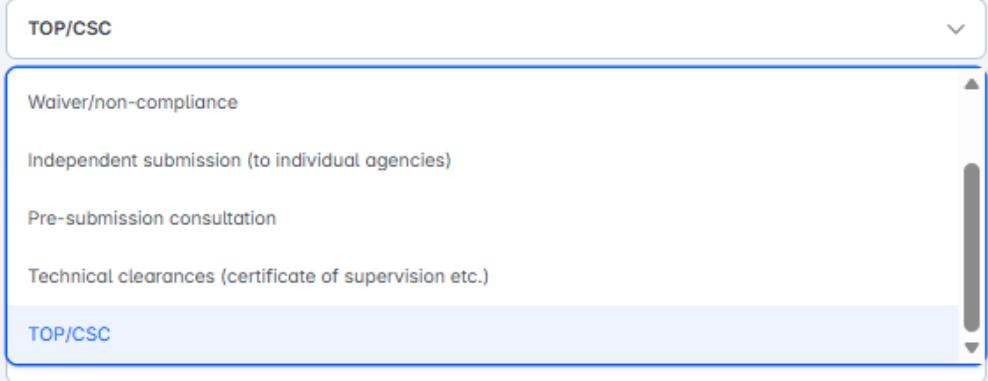
Please ensure that the below clearances are obtained before applying for a TOP or CSC with BCA.

Site inspection	Technical clearance	Certificate of Supervision and As-Built	Completion of Structural works
<div><p>⚠ There are approved structural plan(s) not tied to permit</p><p>Please ensure that all structural plan(s) are tied to an approved permit and the necessary clearances is obtained before applying for a TOP/CSC clearance.</p><p>View approved plan(s) not tied to permit</p></div>			
APPROVED PERMIT(S)	RELATED STRUCTURAL PLAN(S)	C-FORM(S) STATUS	ACTIONS
Structural plan and permit application ES20230922-50016-BC01R00	• ES20230922-50016-BC01R00 (Structural plan and permit application)	Not submitted	Manage structural plans View permit

1-1 of 1 results

- To rectify the above issue, click on “Manage structural plans”.
- Note:** Only the supervising Qualified Person (QP) can edit this section.
- The supervising QP will need add the necessary plans to the permit.
- The supervising QP is to ensure the permit is linked to the relevant plans, before clicking on “save”.
- After clicking on “save”, the yellow banner should disappear if the error is resolved. This means that all approved permits have been linked to the relevant plans.
- You can review permit status or download relevant documents, which are categorised under “Technical Clearances”.

20.6 Apply for final TOP / CSC

<p>Select submission</p> <p>Only applicable submissions will be made available for selection</p> <p>Submission category</p>  <p>TOP/CSC</p> <p>Waiver/non-compliance</p> <p>Independent submission (to individual agencies)</p> <p>Pre-submission consultation</p> <p>Technical clearances (certificate of supervision etc.)</p> <p>TOP/CSC</p> <p>Cancel</p> <p>Next</p>	<ol style="list-style-type: none">1. Before submitting for final TOP / CSC, do ensure that all technical clearances have been obtained. <p>Tip: Regularly check the status of the technical clearances by clicking on “View TOP/CSC requirements”.</p> <ol style="list-style-type: none">2. To submit for final TOP/CSC, go to the submission workspace and click “Create Submission”.3. Select “TOP/CSC” under the “Submission category”.4. Click “Next”.
--	---

21. Accessing Approved Plans

My projects > ... > Submission workspace > View submission timeline

View submission timeline

Last updated on 9:48am, 20 March 2024

Amendment cleared
20 March 2024
The regulatory agencies have cleared the submission. Please proceed to apply for the applicable submission(s) under other clearances/completion.

View approved submission 

Plan application (Design gateway)

Applicable sections	
External greenery (NPARKS)	
Internal greenery (NPARKS)	
Planning parameters (URA)	
Rails (LTA)	
Layout plans (LTA)	
Drainage (PUB)	
Sewerage and sanitary (PUB)	
Environmental health (NEA)	

Submission status **Clearance** 

Actions

- [View responses](#)
- [View submission activity](#)
- [Apply for amendment](#)

Submission submitted to regulatory agencies
20 March 2024
ES20240319--DG02R00

Amendment pending payment
20 March 2024

Pending declaration by appointed project party(s)
20 March 2024

Amendment created
20 March 2024

SUBMISSION
Plan application (Design Gateway)

SUBMISSION STAGE
Amendment

STATUS
Clearance

What is submission status?

E-SUBMISSION NO.
ES20240319--DG02R00

[View all members](#)

Actions

- [View responses](#)
- [View submission activity](#)
- [Apply for amendment](#)

1. When a submission is cleared, its status will be reflected as “Clearance”.

2. Click on “View approved submission” to download the approved plans.

3. Click on “View responses” to download agencies responses.

After clicking on “View approved submission”:

FILE TYPE/NAME	UPLOADED ON	APPOINTED PROJECT PARTY	ACTIONS
Architectural model, Civil and Structural model... CX-MEP_ELECTRICAL SYSTEM.ifc (12.64 MB)			Download

FILE TYPE/NAME	UPLOADED ON	APPOINTED PROJECT PARTY	ACTIONS
Proposal plan(s) (if applicable), Sketch plan(s) ... 123.txt (3.9)			Download

Greenery provision

4. Click “Download” to download the respective approved drawings and models.

After clicking on “View responses”:

Acknowledgement	Written Direction	Clearance	Not approved
Clearance	Resubmission ES20240319-DG01R01	PUB, NEA, LTA, NParks	Download
Clearance	Amendment ES20240319-DG02R00	NParks, NEA, LTA, PUB	Download

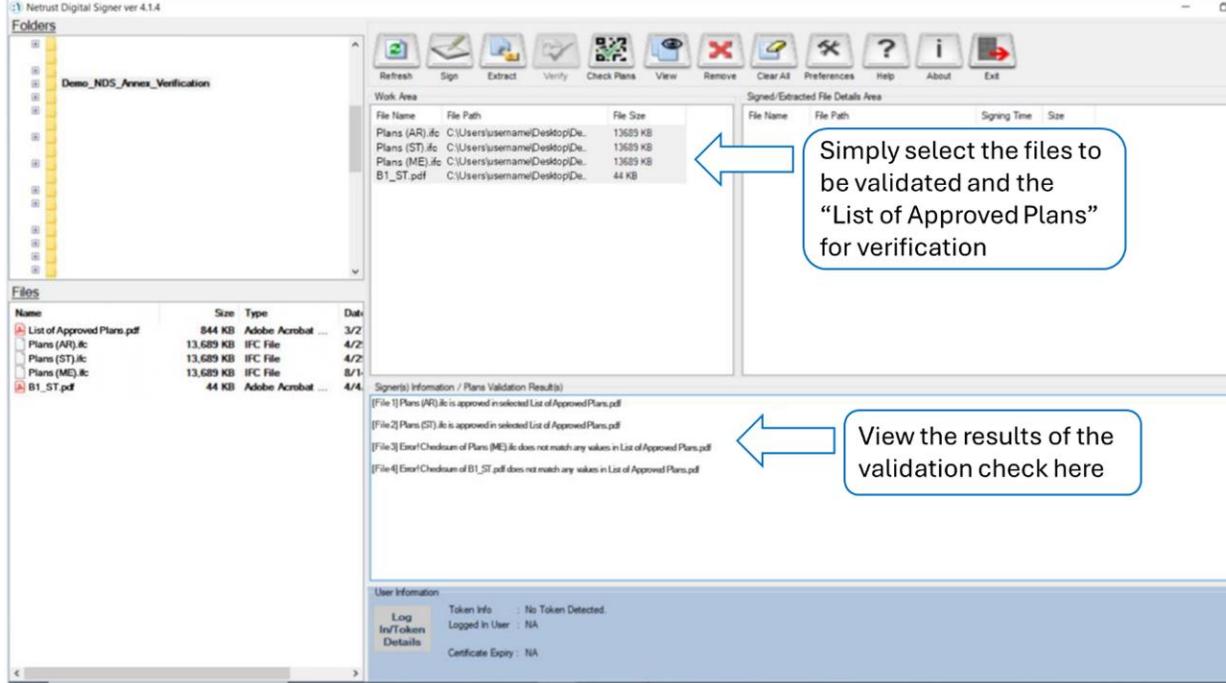
1-2 of 2 results

<p>Building and Construction Authority</p> <p>An MND Statutory Board</p> <p>CX ES Number: [REDACTED] Building Engineering Group Tel: [REDACTED] Email: [REDACTED]</p> <p>DEVELOPER: [REDACTED] QUALIFIED PERSON: [REDACTED]</p> <p>Dear Sir/Madam</p> <p>BUILDING CONTROL ACT [Section 5/Section 5A] NOTICE OF APPROVAL (Regulation 14(1) of the Building Control Regulations 2003)</p> <p>PROJECT REFERENCE NUMBER: [REDACTED]</p> <p>PROJECT TITLE: [REDACTED]</p> <p>1. The above structural plans are hereby approved subject to the provisions of the Building Control Act (Cap. 29) and Building Control Regulations, and the following term and condition of approval.</p> <p>a) there is a valid planning permission.</p> <p>2. If Household and/or Storey Shelter structural plans ("Shelter Plans") were submitted together with the above structural plans, please note that the approval granted pursuant to this Notice of Approval shall also be an approval of such Shelter Plans. Should there be any amendments to the approved Shelter Plans which materially affect the structural elements of the shelter, the qualified person is required to submit the amended Shelter Plans for our approval before construction.</p> <p>3. Please note that you are required, under section 6 of the Building Control Act, to apply for and obtain the permit to commence work before carrying out structural works. If a permit has already been issued for this project, there is no need to apply for the permit again as long as the parties to the permit (i.e. the developer, the qualified persons and the builder) remain the same.</p> <p>52 Jurong Gateway Road #11-01 Singapore 608550 Tel: 1800 3425 222 Email: bca_enquiry@bca.gov.sg www1.bca.gov.sg</p> <p> Digitally signed with :1Sign Building And Construction Authority 23 Aug 24, 04:31 PM SGT</p>	<p>List of Approved Plans (BCA)</p> <p>REFERENCE NO.: [REDACTED]</p> <p>RE: [REDACTED]</p> <table border="1"> <tr> <td colspan="3">gn</td> </tr> <tr> <td>Drawing2 Proposal plan(s)</td> <td>Drawing3 Proposal plan(s)</td> <td>Drawing4 Proposal plan(s)</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3">sign</td> </tr> <tr> <td>Drawing5 Proposal plan(s)</td> <td>Drawing6 Proposal plan(s)</td> <td>Drawing7 Proposal plan(s)</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Drawing9 Proposal plan(s)</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3">Drawing11 Proposal plan(s)</td> </tr> <tr> <td></td> <td>Drawing12 Proposal plan(s)</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table> <p> Digitally signed with :1Sign Building And Construction Authority 23 Aug 24, 04:31 PM SGT</p>	gn			Drawing2 Proposal plan(s)	Drawing3 Proposal plan(s)	Drawing4 Proposal plan(s)				sign			Drawing5 Proposal plan(s)	Drawing6 Proposal plan(s)	Drawing7 Proposal plan(s)				Drawing9 Proposal plan(s)						Drawing11 Proposal plan(s)				Drawing12 Proposal plan(s)					<p>5. This is a sample clearance letter with "List of Approved Plans" and the corresponding checksum for each Approved Plan.</p>
gn																																			
Drawing2 Proposal plan(s)	Drawing3 Proposal plan(s)	Drawing4 Proposal plan(s)																																	
																																			
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Drawing11 Proposal plan(s)																																			
	Drawing12 Proposal plan(s)																																		
																																			

List of Approved Plans (BCA)						
PROJECT REFERENCE NO.:	[REDACTED]					
PROJECT TITLE:	[REDACTED]					
...						
Building Design						
Drawing1 Proposal plan(s)	Drawing2 Proposal plan(s)	Drawing3 Proposal plan(s)	Drawing4 Proposal plan(s)			
						
Structural Design						
Drawing4 Proposal plan(s)	Drawing5 Proposal plan(s)	Drawing6 Proposal plan(s)	Drawing7 Proposal plan(s)			
						
Drawing8 Proposal plan(s)	Drawing9 Proposal plan(s)					
						
Buildability						
Drawing10 Proposal plan(s)	Drawing11 Proposal plan(s)	Drawing12 Proposal plan(s)				
						
 Digitally signed with: 1Sign Building And Construction Authority 23 Aug 24, 04:31 PM SGT						
Checksum (digital ID) of file:						
09f0ca9916116e3a2391bc40164a7368c79ed5d91bd03b317482bd851bf0a6a6						

21.1 Verifying approved plans using checksum

To verify if a file is the Approval Plan, you can compare the checksum of the file with the checksum listed in the "List of Approved Plans".

	<p>Option 1: Verification with Netrust Digital Signer (NDS)</p> <ol style="list-style-type: none"> 1. The latest version of NDS has the capability to perform validation of files with a List of Approved Plans. 2. Please download the latest version of NDS (ZIP folder) and refer to the User Guide for Checksum Validation of Approved Plans using NDS.
<p><There is no image here></p>	<p>Option 2: Verification without Netrust Digital Signer (NDS)</p> <ol style="list-style-type: none"> 3. Scan the QR code in the approval letter using any QR code reader to obtain the SHA256 checksum of the approved plan.

	<ol style="list-style-type: none">4. Obtain the SHA256 checksum of the file you wish to verify. There are many ways to obtain the SHA256 checksum of the file (e.g. online tool https://emn178.github.io/online-tools/sha256_checksum.html).5. Compare the checksums from (a) and (b). The checksums will be the same if the file is the Approved Plan.
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<p>Building and Construction Authority An MND Statutory Board</p> <p>CX ES Number: [REDACTED] Building Engineering Group Tel: [REDACTED] Email: [REDACTED]</p> <p>DEVELOPER: [REDACTED] QUALIFIED PERSON: [REDACTED]</p> <p>Dear Sir/Madam</p> <p>BUILDING CONTROL ACT [Section 5/Section 5A] NOTICE OF APPROVAL (Regulation 14(1) of the Building Control Regulations 2003)</p> <p>PROJECT REFERENCE NUMBER: [REDACTED]</p> <p>PROJECT TITLE: [REDACTED]</p> <p>1. The above structural plans are hereby approved subject to the provisions of the Building Control Act (Cap. 29) and Building Control Regulations, and the following term and condition of approval.</p> <p>a) there is a valid planning permission.</p> <p>2. If Household and/or Storey Shelter structural plans ("Shelter Plans") were submitted together with the above structural plans, please note that the approval granted pursuant to this Notice of Approval shall also be an approval of such Shelter Plans. Should there be any amendments to the approved Shelter Plans which materially affect the structural elements of the shelter, the qualified person is required to submit the amended Shelter Plans for our approval before construction.</p> <p>3. Please note that you are required, under section 6 of the Building Control Act, to apply for and obtain the permit to commence work before carrying out structural works. If a permit has already been issued for this project, there is no need to apply for the permit again as long as the parties to the permit (i.e. the developer, the qualified persons and the builder) remain the same.</p> <p>52 Jurong Gateway Road #11-01 Singapore 608550 Tel: 1800 3425 222 Email: bca_enquiry@bca.gov.sg www1.bca.gov.sg</p> <p> Digitally signed with 1Sign Building And Construction Authority 23 Aug 24, 04:11 PM SGT</p>	<p>List of Approved Plans (BCA)</p> <p>REFERENCE NO.: [REDACTED] E: [REDACTED]</p> <table border="1"> <tr> <td>Drawing2 Proposal plan(s) </td> <td>Drawing3 Proposal plan(s) </td> <td>Drawing4 Proposal plan(s) </td> </tr> <tr> <td>Drawing5 Proposal plan(s) </td> <td>Drawing6 Proposal plan(s) </td> <td>Drawing7 Proposal plan(s) </td> </tr> <tr> <td>Drawing9 Proposal plan(s) </td> <td></td> <td></td> </tr> <tr> <td>Drawing11 Proposal plan(s) </td> <td>Drawing12 Proposal plan(s) </td> <td></td> </tr> </table> <p> Digitally signed with 1Sign Building And Construction Authority 23 Aug 24, 04:11 PM SGT</p>	Drawing2 Proposal plan(s) 	Drawing3 Proposal plan(s) 	Drawing4 Proposal plan(s) 	Drawing5 Proposal plan(s) 	Drawing6 Proposal plan(s) 	Drawing7 Proposal plan(s) 	Drawing9 Proposal plan(s) 			Drawing11 Proposal plan(s) 	Drawing12 Proposal plan(s) 		<p>6. This is a sample clearance letter with "List of Approved Plans" and the corresponding checksum for each Approved Plan.</p>
Drawing2 Proposal plan(s) 	Drawing3 Proposal plan(s) 	Drawing4 Proposal plan(s) 												
Drawing5 Proposal plan(s) 	Drawing6 Proposal plan(s) 	Drawing7 Proposal plan(s) 												
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